

# XML User's Guide

Creating XML Documents Using DTDs



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## Disclaimer

*As part of the Information Technology Services Program (ITSP) blanket purchase agreement (BPA) implementation for the United States Air Force (USAF) Electronic Systems Center (ESC), Extensible Markup Language (XML) technology will be utilized for the Procurement Automation Project. This technology will provide ITSP users the ability to access all relevant BPA holder and teaming partner information over the Web in a uniform manner. This XML User's Guide will provide BPA holders and teaming partners with information required in order to publish a uniform Data Model and specification for presentation of relevant task order information as an extension of each contractor's ITSP Web site. This ESC approved specification in the form of a Data Type Definition (DTD) is made available to all ITSP contractors by the ITSP Management Office.*

*This user's guide is being provided to all ITSP contractors as an aid for the creation of valid XML documents or catalogs. The step by step instructions and references are for a text editor such as Microsoft's Notepad™. There are other XML editors' (see Appendix B of this user's guide) that can be utilized. All editors will work with the approved DTD.*

*Please contact your ESC ITSP Management Office if you have any questions.*

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# Preface

*The Procurement Automation (PA) program is an Electronic Systems Center (ESC) initiative designed to achieve efficient and economical contract transaction management. At the root of this ESC initiative is the concept of presenting competing company data in an even and unbiased manner to Service Program Office (SPO) contracting officers. Through the Procurement Automation Project, each Information Technology Services Program (ITSP) contractor is given the ability to represent their company and team members' qualifications and skills on an even playing field to be considered for General Services Administration (GSA) Federal Supply Schedule (FSS) Blanket Purchase Agreement orders. The PA system will leverage Commercial Off-the-Shelf (COTS) products to create an open and extensible architecture that will be utilized to the maximum extent possible by the ITSP contractors to accurately and easily reflect their company and teaming partners' skills and qualifications. This is a process made simple through the use of existing Internet technology coupled with eXtensible Markup Language (XML).*

*This XML Users Guide will instruct you on how to develop an ITSP XML document. This guide will show you the different types of XML tags, what order the tags must be in, what they mean and what information must be typed between the tags so your document will facilitate an organized and accurate presentation of your information to ESC purchasing offices.*

# 1 eXtensible Markup Language Basics

## 1.1 Overview

Chapter One of this users guide was designed to describe basic terms and concepts you will need to understand in order to get started in the creation of your eXtensible Markup Language (XML) Document. You should read this chapter in order to familiarize yourself with the terms and concepts that are used in creating well-formed and valid XML documents against DTDs.

Chapter Two will describe what a Document Type Definition (DTD) is, how the DTD is used and where you can obtain and download the Information Technology Service Program (ITSP) DTD. **You will need to download the latest version of the DTD each time you create or update your XML document to ensure compliance with the latest version.** This chapter will also describe how XML documents are validated against DTDs, and how the tags in an XML document are used.

Chapter Three will guide you in filling in the ITSP DTD structure with your company data to create your unique company XML document.

Chapter Four explains how to validate, save, and post your completed XML document to your company's ITSP web site.

Chapter Five will explain the correction notification process, should you receive an email from ESC stating that there were errors in processing your XML document.

Appendix A lists available XML editors.

Appendix B is the DTD Specification Guide. This guide explains each element and attribute in the ITSP DTD, field lengths, data types and hierarchy. You will find the DTD Specification Guide necessary in completing Chapter Four: [Creating an XML Document](#).

## 1.2 What is XML?

XML is a language that has been developed specifically for *describing* information. XML is, in many ways, similar to Hyper Text Markup Language (HTML), but XML takes browser representation a step further in that it actually defines the *type* of data (the metadata) that is to be presented in a Web page. While HTML allows users to present the look and feel of static information that is displayed in a web browser, XML does not concentrate as much on *how* the information is displayed; rather, it is more concerned with *what* information is to be displayed in the browser. This is achieved using Document Type Definitions (DTDs) to explicitly define and tag data elements in a web document. But, XML is more extensible than that. Because XML defines the content of data and not the visible characteristics, it lends itself to many future applications through the translation of the data into any formatted document structure. Now, not only can electronic catalogues be easily created and dynamically maintained, but that same data can be easily converted into other structured documents and parsed more easily into databases. Additionally, XML extends its abilities through openly available parsers and validators, which ensure that the data contained in the document is both well formed and accurately parsable.

## 1.3 Why eXtensible Markup Language (XML)?

XML is a derivative, or proper subset, of Standard Global Markup Language (SGML) – ISO 8879. SGML has been used successfully over the years in industries such as technical publishing, chemical engineering, aerospace, procurement tracking and other industries. SGML, however, is complex in its implementation, and therefore, much like Electronic Data Interchange (EDI) has been utilized primarily by large commercial organizations that have a need for, and can foot the bill for, such power. XML takes the good qualities and power of SGML and simplifies the actual implementation.

XML is a language that can be organized to be read and understood by both humans and machines. A Document Type Definition (DTD) tells you what kinds of things need to be in the XML document. They work much like a question-answer format. The DTD tells you what information to include in the XML document, and you include it.

## 1.4 How do I use XML?

If you are familiar with the concepts and implementations of HTML editors such as Hot Dog® or Front Page®, it is a small step to understand and implement XML. There are several tools to assist in the creation of XML documents and openly available tools (see Appendix B) that will assist in parsing and validating XML documents against pre-defined Document Type Definitions. Document Type Definitions will be discussed in greater detail in Chapter 2: The DTD, just know that as an ITSP contractor or teaming member your company and team are being provided the standard DTD that is exactly the same for each and every ITSP contractor, ergo, every contractor and team member has the ability to present their unique information (or data) without exception or bias, and every contractor receives exactly the same DTD against which to build their XML Document or catalogue. The format, appearance and availability of the information will be the same, the only difference is the company unique data you supply in the fields.

The easiest way to develop an XML document is by using an XML editor such as the ones stated in Appendix A. This editor allows the development of an XML document that conforms to your DTD, making the document what is called "valid".

If you prefer not to use an editor, you will need to manually enter the "tags," or "elements" that name the category of the information you must supply. Although all XML documents have tags, the XML editors such as the ones stated in Appendix A, supply the tags automatically, thus saving you manual entry.



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*An advantage to using an XML editor is that the XML editors validate your document to make sure it conforms to the ITSP DTD. Entering your XML document manually does not allow for validation of your XML document to the ITSP DTD. If your XML document does not validate to the ITSP DTD, an XML editor will tell you where you need to make the changes in your document. Manual entry does not allow for easy corrections.*

---

An example of tags is an opening and a closing tag for an address, the <ADDRESS> tag, which opens the element and the </ADDRESS> tag, which closes the element. The opening tag states the need for an address. The closing tag has a slash before the word "address," indicating that it is the closing tag. Filled out, these tags may look like this:

```
<ADDRESS>123 Maple Street</ADDRESS>
```

The above illustrates what one line of an XML document could look like.

**As compared to HTML:**

```
<p align="left">  
<font size =2 face="Times New Roman">  
Address: 123 Maple Street  
</font>  
</p>
```

XML tells you that an address is required, and it will always be an address; HTML tells you that left aligned size '2' 'Times New Roman' text is to be displayed but does nothing to identify what the content is.

## 2 The DTD

### 2.1 What is a DTD?

A DTD or *Document Type Definition* is the method in XML to frame the architecture for the data elements that are to be displayed or retrieved. It is essentially a nesting structure that lists data items according to their type, subtype or atomic properties. For example, an aircraft is an end item piece of equipment, but if broken down into its atomic elements, we would have aluminum to make the skin item of the element "aircraft", steel as the attribute of the framework item, rubber as the attribute to make the items tires, nylon as an attribute of the fabric type of the seats item and so on. XML allows you to make the same correlation with data, by nesting attributes into elements. The DTD spells out this nesting architecture for predefined attributable elements. For this manual, there is a single, uniform, and explicit DTD that all ITSP contractors and members will utilize to complete the XML document.

### 2.2 Where is the standard ITSP DTD?

Before you can begin to create your ITSP XML document, you will need to know where the latest ITSP DTD is located.

The DTD for ITSP can be found on ESC's Internet web site (HERBB) at:

`http://www.herbb.hanscom.af.mil/tbbs/R10/DTDDoc.dtd`



*Each and every ITSP contractor will utilize the same DTD, there are no unique DTDs for individual companies or teams, only unique information and attributes. So every company has the same opportunity to present the same type of information.*

This DTD may change, and it's important to use the current version. ESC will send an email to the XML Point of Contact (POC) listed in the DTD notifying users of the latest version, which will be posted on the Web at the HERBB site.

When working with the DTD, keep in mind that the program reads some characters differently, and therefore you must enter them differently.

They are:

<i>Character</i>	<i>What DTD requires for this Character</i>
&	<code>&amp;amp;</code>
<	<code>&amp;lt;</code>
>	<code>&amp;gt;</code>
'	<code>&amp;apos;</code>
"	<code>&amp;quot;</code>



**IMPORTANT:** *It is recommended that you not use the characters listed above in any instance. If used inappropriately, these characters will cause your XML document to be invalid and it will generate an error message until the character is replace with the special markings above.*

## **2.3 XML Validation**

You'll need to ensure your XML document is *valid*, and to do that, you must conform to the DTD that is *associated* with it. Remember a DTD (Document Type Definition) tells you what kinds of things need to be in the XML document and in what order they need to be in.

It is important to note that manual entry of the DTD does not allow for validation.

## **2.4 Working with <TAGS>**

In working with XML tags, keep in mind that there must be an opening tag and a closing tag. Between these tags is where you enter your specific information. Of course, the explicit data information between your tags is different from another company's. You will have tags that allow you to give your company's name, address, size, and other information such as white papers, honors and awards won.

Tags and the information contained within them are set up in a particular order, the order defined by the DTD. One line of XML, consisting of tags and the information between them, must precede and follow certain other lines of XML. The whole XML document is done in this precise way.



## 3 Creating an XML Document

### 3.1 Introduction

The Primary purpose of this Manual is to help you create a valid XML document that is associated with the ITSP Company Member Document Type Definition (DTD). What this Manual is designed for is not to explain the concepts of XML or a DTD, but to help you create an XML document from a DTD and submit it for use by ESC on the ITSP BPA.

ESC is utilizing the new technology of XML as a way to represent all information given to them from the Member Company's in a fair and unbiased way. XML helps them accomplished their goal by asking every company to provide specific information and having this information conform to the Procurement Automation DTD.

Hopefully your company has purchased a commercial XML editor, such as the ones listed in Appendix A, to help you create this XML document. The pros outweigh the cons in purchasing a commercial tool because commercial tools can (1) validate your document before it is submitted to ESC; (2) enter in your starting and closing ELEMENT tags by just a point and click; and (3) use a graphical interface that is easy to use. Entering this XML document manually can be accomplished with a text editor, but no validation will be able to be completed and tags are entered manually. A listing of commercial XML editors is in Appendix A of this manual.

If you are using a commercial XML editor, please read the manual on how to insert ELEMENTS, ATTRIBUTES and PCDATA. Once you have this knowledge all you have to do is follow the outline specified in this Manual and the DTD and follow the Specifications Guide (located in Appendix A of this manual) for what information gets inserted into the areas designated for PCDATA. It is pretty much fill in the blanks from there, BUT the ELEMENTS have to follow the order of the DTD. If your XML document does not follow this specific order or you leave out an ELEMENT that is required, your XML document will not be valid, and your information will not be accessible to the people who will be using this information.

### 3.2 Terminology

Before we go any further, some basic terminology is defined below. These definitions will be for this Appendix only.

- **Document Type Definition (DTD):** A Document Type Definition (DTD) provides the rules that define the elements, attributes and structure of your XML document. Think of it this way, a DTD defines the format you use to create an XML document.
- **XML Document:** An XML document takes the DTD and uses it as a guide for formatting the information in your XML documents. The XML document that conforms to its associated DTD is said to be a valid XML document.
- **Tags:** The ELEMENT is enclosed within the open tag "< >" and a closing tag "</ >". ELEMENT Data is placed between the opening and closing tags.  
Example: <ADDRESS>123 Elm Street</ADDRESS>
- **ELEMENT:** A named collection of document content. Most collections can contain other collections
- **ATTRIBUTE:** Markup that allows further description of an ELEMENT. Usually consists of a predefined list, of which you choose one value from the list.
- **PCDATA:** indicates that the declared value of the ELEMENT is Character Data or free form text. When you see PCDATA or #PCDATA, you know that data or text needs to be inputted within that ELEMENT.

NOTE: XML is case sensitive.

This Manual will describe the order in which you place the XML ELEMENTS and what information is to be contained within the tags of the ELEMENT. In order for your XML document to be valid, you must conform to the DTD that is associated with it. The ITSP DTD is located on the Web at the Hanscom HERBB Web Site. You can either create your XML document by associating your XML document with this DTD, or you can save this DTD to your local drive and associate it from your local drive (NOTE: The DTD may change from time to time. Make sure you have the current version).

### 3.3 Document Type Declaration:

The Document type declaration is the declaration at the start of your XML document.

Type or Insert:

```
<?xml version="1.0" encoding="UTF-8" standalone="no"?>
<!DOCTYPE COMPANY_MEMBER_QUALIFICATIONS SYSTEM
"http://www.herbb.hanscom.af.mil/tbbs/R10/DTDDoc.dtd" [

]>
```

NOTE: Most commercial editors have a " Wizard" to help you through this step.

Explanation of document type declaration

**?xml version="1.0"** - We are using XML version 1.0. There is only 1 version of XML at this time.

**Encoding="UTF-8"** - Standard encoding.

**Standalone="no"?** - This xml document is not standalone. It is associated with a DTD.

**DOCTYPE** - This statement tells about your XML document and the location of your DTD.

**COMPANY\_MEMBER\_QUALIFICATIONS** - The Root Element of your XML Document and Associated DTD.

**SYSTEM** - Explains that the associated DTD is located on a computer system. Even if the DTD is on the web.

**"http://www.herbb.hanscom.af.mil/tbbs/R10/DTDDoc.dtd"** - Gives the location of the DTD. If you have downloaded the DTD to your machine, give the files location here (i.e. c:/DTDDoc.dtd)

### 3.4 Root ELEMENT

The Root ELEMENT for your XML document is **COMPANY\_MEMBER\_QUALIFICATIONS**.

All of the information for this document will be placed within the open ELEMENT tag

**<COMPANY\_MEMBER\_QUALIFICATIONS>** and the closing ELEMENT tag

**</COMPANY\_MEMBER\_QUALIFICATIONS>**.

The order of the subsequent ELEMENT tags is very important. Some ELEMENT tags may occur more than one time. Some ELEMENTS tags are optional.

Note: Please follow the specification document in Appendix B to know what each ELEMENT contains and the occurrence of the ELEMENT. Unless otherwise stated, every ELEMENT tag must occur one time.

Type or Insert:

```
<COMPANY_MEMBER_QUALIFICATIONS>
</COMPANY_MEMBER_QUALIFICATIONS>
```

The text version of your XML document should look like this:

```
<?xml version="1.0" encoding="UTF-8" standalone="no"?>
<!DOCTYPE COMPANY_MEMBER_QUALIFICATIONS SYSTEM
"http://www.herbb.hanscom.af.mil/tbbs/R10/DTDDoc.dtd" [

]>

<COMPANY_MEMBER_QUALIFICATIONS>
</COMPANY_MEMBER_QUALIFICATIONS>
```

### 3.4.1 CONTACT\_XML ELEMENT

We are now going to insert the first set of Elements under the Root ELEMENT **<COMPANY\_MEMBER\_QUALIFICATIONS>**. This ELEMENT, **CONTACT\_XML**, will contain the information of the person who is going to be responsible for the XML document for your company. This person will most likely be you. ESC might want to contact you with questions concerning this XML document or with changes to the DTD. You may also receive e-mail from the Procurement Automation System if there are errors in your XML document. The opening and closing tag for this ELEMENT will be placed between the opening and closing tags for **COMPANY\_MEMBER\_QUALIFICATIONS**.

Type or Insert:

```
<CONTACT_XML>
</CONTACT_XML>
```

The text version of your XML document should look like this:

```
<?xml version="1.0" encoding="UTF-8" standalone="no"?>
<!DOCTYPE COMPANY_MEMBER_QUALIFICATIONS SYSTEM
"http://www.herbb.hanscom.af.mil/tbbs/R10/DTDDoc.dtd" [

]>
<COMPANY_MEMBER_QUALIFICATIONS>
<CONTACT_XML>
</CONTACT_XML>
<COMPANY_MEMBER_QUALIFICATIONS>
```

According to the DTD, the ELEMENT **CONTACT\_XML** contains no PCDATA itself, but contains 2 ELEMENTS that will further break down the contact person's information. Next ELEMENT to get inserted is **CONTACT\_XML\_NAME**. This ELEMENT gets inserted between the open and closing tags of **CONTACT\_XML**. To insert this element and PCDATA : (commercial editor users follow users manual for inserting PCDATA into an ELEMENT)

Type or Insert:

```
<CONTACT_XML_NAME>contact person's name</CONTACT_XML_NAME>
```

The text version of your XML document should look like this:

```
<?xml version="1.0" encoding="UTF-8" standalone="no"?>
<!DOCTYPE COMPANY_MEMBER_QUALIFICATIONS SYSTEM
"http://www.herbb.hanscom.af.mil/tbbs/R10/DTDDoc.dtd" [

]>
<COMPANY_MEMBER_QUALIFICATIONS>
<CONTACT_XML>
<CONTACT_XML_NAME>contact person's name</CONTACT_XML_NAME>
</CONTACT_XML>
<COMPANY_MEMBER_QUALIFICATIONS>
```

The next ELEMENT to get inserted is **CONTACT\_XML\_EMAIL**. This ELEMENT gets inserted after the closing tag for **CONTACT\_XML\_NAME** and before the closing tag for **CONTACT\_XML**. This ELEMENT also contains PCDATA.

Type or Insert:

```
<CONTACT_XML_EMAIL>email address</CONTACT_XML_EMAIL>
```

The text version of your XML document should look like this:

```
<?xml version="1.0" encoding="UTF-8" standalone="no"?>
<!DOCTYPE COMPANY_MEMBER_QUALIFICATIONS SYSTEM
"http://www.herbb.hanscom.af.mil/tbbs/R10/DTDDoc.dtd" [

]>
<COMPANY_MEMBER_QUALIFICATIONS>
<CONTACT_XML>
<CONTACT_XML_NAME>contact person's name</CONTACT_XML_NAME>
<CONTACT_XML_EMAIL>email address</CONTACT_XML_EMAIL>
</CONTACT_XML>
</COMPANY_MEMBER_QUALIFICATIONS>
```

### 3.4.2 COMPANY\_INFORMATION ELEMENT

We are now going to insert the second set of Elements under the Root ELEMENT

**<COMPANY\_MEMBER\_QUALIFICATIONS>**. This ELEMENT, COMPANY\_INFORMATION, will contain the information about your company. The ELEMENT COMPANY\_INFORMATION has an ATTRIBUTE Value. An ATTRIBUTE is associated with an ELEMENT and has defined values. The ATTRIBUTE for the ELEMENT contains the information for the *Socio\_Economic\_Factors* of your company. The values for the ATTRIBUTE *Socio\_Economic\_Factors* are either large, small, womanowned, smalldisadvantaged, or womanowned-smalldisadvantaged. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry

Type or Insert:

```
<COMPANY_INFORMATION Socio_Economic_Factors="From List">
```

Replace the ? with either **large**, **small**, **womanowned**, **smalldisadvantaged**, or **womanowned-smalldisadvantaged**, whichever is applicable to your company. Please remember that XML is CASE SENSITIVE. The "/" at the end closes the tag without entering in any more data.

Your text xml document should look like this:

```
<?xml version="1.0" encoding="UTF-8" standalone="no"?>
<!DOCTYPE COMPANY_MEMBER_QUALIFICATIONS SYSTEM
"http://www.herbb.hanscom.af.mil/tbbs/R10/DTDDoc.dtd" [

]>
<COMPANY_MEMBER_QUALIFICATIONS>
<CONTACT_XML>
<CONTACT_XML_NAME>contact person's name</CONTACT_XML_NAME>
<CONTACT_XML_EMAIL>contact person's email
address</CONTACT_XML_EMAIL>
```

`</CONTACT_XML>`

`<COMPANY_INFORMATION Socio_Economic_Factors="From List">`

`</COMPANY_INFORMATION>`

`<COMPANY_MEMBER_QUALIFICATIONS>`

Following the DTD, we are going to insert ELEMENTS within the ELEMENT COMPANY\_INFORMATION. ELEMENTS will be placed after the opening tag of **<COMPANY\_INFORMATION Socio\_Economic\_Factors="From List">** and before the closing tag **</COMPANY\_INFORMATION>**

The ELEMENT we are going to insert under COMPANY\_INFORMATION is COMPANY\_NAME. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

`<COMPANY_NAME>Your Company's Name</COMPANY_NAME>`

The Next ELEMENT is COMPANY\_INCEPTION. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

`<COMPANY_INCEPTION>Your Company's Date of Inception. Please keep this to a 4 digit year (i.e. 1990)</COMPANY_INCEPTION>.`

Your text XML document should look like this:

```
<?xml version="1.0" encoding="UTF-8" standalone="no"?>
<!DOCTYPE COMPANY_MEMBER_QUALIFICATIONS SYSTEM
"http://www.herbb.hanscom.af.mil/tbbs/R10/DTDDoc.dtd" [

]>
```

`<COMPANY_MEMBER_QUALIFICATIONS>`

`<CONTACT_XML>`

`<CONTACT_XML_NAME>Name</CONTACT_XML_NAME>`

`<CONTACT_XML_EMAIL>Email address</CONTACT_XML_EMAIL>`

`</CONTACT_XML>`

`<COMPANY_INFORMATION Socio_Economic_Factors="From List">`

`<COMPANY_NAME>Company Name</COMPANY_NAME>`

`<COMPANY_INCEPTION>Company Inception Date</COMPANY_INCEPTION>`

`</COMPANY_INFORMATION>`

`</COMPANY_MEMBER_QUALIFICATIONS>`

The Next ELEMENT is ANNUAL\_REVENUE. This ELEMENT has an ATTRIBUTE value. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

`<ANNUAL_REVENUE Range="From List"/>`

Replace the ? with one of these values; **less-than-0, 0-500K, 500K-1million, 1-5million, 5-10million, 10-20million, 20-40million, 40-80million, above-80million**, whichever applies to your company. Please remember that XML is CASE SENSITIVE. The "/" at the end closes the tag without entering in any more data.

The text of your XML document should look like this:

```
<?xml version="1.0" encoding="UTF-8" standalone="no"?>
<!DOCTYPE COMPANY_MEMBER_QUALIFICATIONS SYSTEM
"http://www.herbb.hanscom.af.mil/tbbs/R10/DTDDoc.dtd" [

]>

<COMPANY_MEMBER_QUALIFICATIONS>
<CONTACT_XML>
<CONTACT_XML_NAME>Name</CONTACT_XML_NAME>
<CONTACT_XML_EMAIL>Email address</CONTACT_XML_EMAIL>
</CONTACT_XML>
<COMPANY_INFORMATION Socio_Economic_Factors="From List">
<COMPANY_NAME>Company Name</COMPANY_NAME>
<COMPANY_INCEPTION>Company Inception
Date</COMPANY_INCEPTION>
<ANNUAL_REVENUE_Range="From List"/>
</COMPANY_INFORMATION>
</COMPANY_MEMBER_QUALIFICATIONS>
```

The next ELEMENT is NUM\_GOVT\_CONTRACT\_PAST\_5YRS. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<NUM_GOVT_CONTRACT_PAST_5YRS>The number of Government
contracts your company has had in the past 5 years. This
must be in digit format. Whole Numbers Only
</NUM_GOVT_CONTRACT_PAST_5YRS>
```

The next ELEMENT is NUM\_COM\_CONTRACT\_PAST\_5YRS. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<NUM_COM_CONTRACT_PAST_5YRS>The number of commercial
contracts your company has had in the past 5 years. This
must be in digit format. Whole Numbers Only
</NUM_COM_CONTRACT_PAST_5YRS>
```

The text of your XML document should look like this:

```
<?xml version="1.0" encoding="UTF-8" standalone="no"?>
<!DOCTYPE COMPANY_MEMBER_QUALIFICATIONS SYSTEM
"http://www.herbb.hanscom.af.mil/tbbs/R10/DTDDoc.dtd" [
```

]>

```
<COMPANY_MEMBER_QUALIFICATIONS>
<CONTACT_XML>
<CONTACT_XML_NAME>Name</CONTACT_XML_NAME>
<CONTACT_XML_EMAIL>Email address</CONTACT_XML_EMAIL>
</CONTACT_XML>
<COMPANY_INFORMATION Socio_Economic_Factors="From List">
<COMPANY_NAME>Company Name</COMPANY_NAME>
<COMPANY_INCEPTION>Company Inception
Date</COMPANY_INCEPTION>
<ANNUAL_REVENUE Range="From List"/>
<NUM_GOVT_CONTRACT_PAST_5YRS>Whole Number
</NUM_GOVT_CONTRACT_PAST_5YRS>
<NUM_COM_CONTRACT_PAST_5YRS>Whole Number
</NUM_COM_CONTRACT_PAST_5YRS>
</COMPANY_INFORMATION>
</COMPANY_MEMBER_QUALIFICATIONS>
```

The next ELEMENT is COMPANY\_GROWTH. This ELEMENT has no data, but has 2 ELEMENTS contained within.

The ELEMENT under COMPANY\_GROWTH is AVERAGE\_PAST\_5\_YRS. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<COMPANY_GROWTH>
<AVERAGE_PAST_5_YRS>The average growth your company has had
over the past 5 years. This must be in digit format. Can be
decimal number. </AVERAGE_PAST_5_YRS >
```

NOTE: Do not enter the '%' character in this field.

The next ELEMENT is GROWTH\_NARRATIVE. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<GROWTH_NARRATIVE>A narrative to explain your company growth
</GROWTH_NARRATIVE>
```

Make sure you now end the ELEMENT </COMPANY\_GROWTH>.

Your text XML document should look like this:

```
<?xml version="1.0" encoding="UTF-8" standalone="no"?>
<!DOCTYPE COMPANY_MEMBER_QUALIFICATIONS SYSTEM
"http://www.herbb.hanscom.af.mil/tbbs/R10/DTDDoc.dtd" [
```

]>

```
<COMPANY_MEMBER_QUALIFICATIONS>
<CONTACT_XML>
<CONTACT_XML_NAME>Name</CONTACT_XML_NAME>
<CONTACT_XML_EMAIL>Email address</CONTACT_XML_EMAIL>
</CONTACT_XML>
<COMPANY_INFORMATION Socio_Economic_Factors="From List">
<COMPANY_NAME>Company Name</COMPANY_NAME>
<COMPANY_INCEPTION>Company Inception
Date</COMPANY_INCEPTION>
<ANNUAL_REVENUE Range="From List"/>
<NUM_GOVT_CONTRACT_PAST_5YRS>Whole Number
</NUM_GOVT_CONTRACT_PAST_5YRS>
<NUM_COM_CONTRACT_PAST_5YRS>Whole Number
</NUM_COM_CONTRACT_PAST_5YRS>
<COMPANY_GROWTH>
<AVERAGE_PAST_5_YRS>number</AVERAGE_PAST_5_YRS>
<GROWTH_NARRATIVE>narrative</GROWTH_NARRATIVE>
</COMPANY_GROWTH>
</COMPANY_INFORMATION>
</COMPANY_MEMBER_QUALIFICATIONS>
```

The ELEMENT to be added (after </COMPANY\_GROWTH> and before </COMPANY\_INFORMATION>) is CORE\_COMPETENCIES. This ELEMENT has no data, but has 1 ELEMENT contained within.

Type or Insert:

```
<CORE_COMPETENCIES>
```

The ELEMENT under CORE\_COMPETENCIES is COMPETENCY. This ELEMENT can occur one or more times. For each Core Competency your company has, the following ELEMENTS are to be filled in. This ELEMENT contains no data, but has a maximum of 4 ELEMENTS contained within.

Type or Insert:

```
<COMPETENCY>
```

The first ELEMENT under COMPETENCY is CORE\_NAME\_PREDEFINED. This ELEMENT is an ATTRIBUTE. This ELEMENT is optional. If your company's core competency name is not on the list of this ELEMENTS ATTRIBUTES, then this ELEMENT should be skipped and you should continue to the directions on inserting the second ELEMENT under <COMPETENCY>.

<CORE\_NAME\_PREDEFINED> has the ATTRIBUTE "Core\_Predefined\_Terms". To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<CORE_NAME_PREDEFINED Core_Predefined_Terms="From List"/>
```



Note: The / at the end closes the tag without entering in any more data.

Replace the ? with one of the values below:

acquisition-engineering  
aeronautical-engineering  
algorithm-development  
analysis-and-wargaming  
business-process-management  
business-process-reengineering  
civil-engineering-and-architecture  
communications-engineering  
computer-resources-and-sw-engineering-support  
computer-and-physical-security  
configuration-and-data-management  
database-development  
development-planning-and-analysis  
domain-engineering  
education-and-training  
electromagnetic-compatibility  
engineering-data-management  
environmental-engineering  
facility-acquisition-engineering  
facility-management  
financial-and-contract-management  
guidance-systems  
hardware-design-and-development  
human-factors-engineering  
independent-verification-and-validation  
information-engineering-and-logistic-support  
information-management  
information-systems  
integrated-logistics-support  
integration-engineering-and-support  
integration-logistics-support  
international-business-development  
logistics

management-consulting  
management-information-system  
manufacturing-engineering  
peer-review  
physical-security  
pricing-and-cost-analysis-and-estimating  
program-management  
program-and-project-management  
proposal-preparation  
prototyping  
quality-assurance-and-test-and evaluation  
reliability-and-maintainability-engineering  
research-and-development  
reverse-engineering  
simulation-and-modeling  
software-capabilities-evaluations  
software-development  
software-engineering  
software-maintenance-and-modification  
software-quality-assurance-and-testing  
system-analysis  
system-engineering  
system-engineering-and-integration  
system-implementation  
system-operations-and-maintenance  
system-safety-engineering  
systems-design  
systems-integration  
technology-transfer  
test-and-evaluation  
training-development  
troubleshooting

The second ELEMENT under COMPETENCY is CORE\_NAME\_FREEFORM. This Element is optional. If you have entered information in the above tag <CORE\_NAME\_PREDEFINED> you can skip this element. This ELEMENT gives you a chance to enter one of your company's core competencies that was not defined in the ATTRIBUTE value above. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<CORE_NAME_FREEFORM>Freeform narrative</CORE_NAME_FREEFORM>
```

This is an ELEMENT where you can put your companies core competency if it was not in the ATTRIBUTE list in the ELEMENT CORE\_NAME\_PREDEFINED.

The third ELEMENT under COMPETENCY is CORE\_CERTIFICATION. This ELEMENT has an ATTRIBUTE Value. This ELEMENT is optional, but can be inserted any number of times. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<CORE_CERTIFICATION Cert_Name="From List"/>
```

Replace the ? with one of the values below:

sei-1  
sei-2  
sei-3  
sei-4  
sei-5  
ISO9000  
ISO9001  
ISO9002  
IO90003

Whichever one(s) apply to your organization.

The fourth ELEMENT under COMPETENCY is CORE\_NARRATIVE. This Element is a narrative on your core competency. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<CORE_NARRATIVE>Narrative</CORE_NARRATIVE></CORE_COMPENTCY>
```

You can now repeat the above steps again for each core competency. When this is complete make sure you end all with the close tag </CORE\_COMPETENCIES>

Your XML Text should look something like this.

```
<?xml version="1.0" encoding="UTF-8" standalone="no"?>
<!DOCTYPE COMPANY_MEMBER_QUALIFICATIONS SYSTEM
"http://www.herbb.hanscom.af.mil/tbbs/R10/DTDdoc.dtd" [

]>
```

```
<COMPANY_MEMBER_QUALIFICATIONS>
<CONTACT_XML>
<CONTACT_XML_NAME>Name</CONTACT_XML_NAME>
<CONTACT_XML_EMAIL>Email address</CONTACT_XML_EMAIL>
</CONTACT_XML>
<COMPANY_INFORMATION Socio_Economic_Factors="From List">
<COMPANY_NAME>Company Name</COMPANY_NAME>
<COMPANY_INCEPTION>Company Inception
Date</COMPANY_INCEPTION>
<ANNUAL_REVENUE Range="From List"/>
<NUM_GOVT_CONTRACT_PAST_5YRS>Whole Number
</NUM_GOVT_CONTRACT_PAST_5YRS>
<NUM_COM_CONTRACT_PAST_5YRS>Whole Number
</NUM_COM_CONTRACT_PAST_5YRS>
<COMPANY_GROWTH>
<AVERAGE_PAST_5_YRS>number</AVERAGE_PAST_5_YRS>
```

```

<GROWTH_NARRATIVE>narrative</GROWTH_NARRATIVE>
</COMPANY_GROWTH>
<CORE_COMPETENCIES>
<COMPETENCY>
<CORE_NAME_PREDEFINED Core_Predefined_Terms="From List"/>
<CORE_NAME_FREEFORM>Text, optional</CORE_NAME_FREEFORM>
<CORE_CERTIFICATION Cert_Name="from list, optional"/>
<CORE_NARRATIVE>Narrative</CORE_NARRATIVE>
</COMPETENCY>
</CORE_COMPETENCIES>
</COMPANY_INFORMATION>
</COMPANY_MEMBER_QUALIFICATIONS>

```

The ELEMENT to be added (after </CORE\_COMPETENCIES> and before </COMPANY\_INFORMATION>) is EMPLOYEES. This ELEMENT has no data, but has 6 ELEMENTS contained within.

Type or Insert:

```
<EMPLOYEES>
```

The first ELEMENT under EMPLOYEES is TOTAL\_NUMBER. This ELEMENT is an ATTRIBUTE.

TOTAL\_NUMBER has the ATTRIBUTE "Number". To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<TOTAL_NUMBER Total_Number="From List"/>
```

The / at the end closes the tag without entering in any more data.

Replace the ? with one of the values below:

1-25	26-50
51-100	101-250
251-500	501-750
751-1K	1001-5K
5001-10K	10001-15K
15001-20K,	20001-25K
25001-30K	30001-35K
35001-40K	40001-45K
45001-50K	above-50K

Whichever one applies to your organization.

The second ELEMENT under EMPLOYEES is LABOR\_TUOVER\_RATES. This ELEMENT has no data, but has 2 ELEMENTS contained within.

Type or Insert:

```
<LABOR_TURNOVER_RATES>
```

The first ELEMENT under LABOR\_TURNOVER\_RATES is TURNOVER\_AVERAGE\_PAST\_5\_YRS. This ELEMENT is the percentage of your companies labor turnover rate within the past 5 years.

Type or Insert:

`<TURNOVER_AVERAGE_PAST_5_YRS>digit only</AVERAGE_PAST_5_YRS>`

NOTE: Do not enter a '%' in this field

The second ELEMENT under LABOR\_TURNOVER\_RATES is LABOR\_TURNOVER\_NARRATIVE. This ELEMENT is the narrative explaining your companies labor turnover rate within the past 5 years.

Type or Insert:

```
<LABOR_TURNOVER_NARRATIVE>narrative</LABOR_TURNOVER_NARRATIVE>
</LABOR_TURNOVER_RATES>
```

Your XML Text should look something like this.

```
<?xml version="1.0" encoding="UTF-8" standalone="no"?>
<!DOCTYPE COMPANY_MEMBER_QUALIFICATIONS_SYSTEM
"http://www.herbb.hanscom.af.mil/tbbs/R10/DTDDoc.dtd" [

]>
```

```
<COMPANY_MEMBER_QUALIFICATIONS>
<CONTACT_XML>
<CONTACT_XML_NAME>Name</CONTACT_XML_NAME>
<CONTACT_XML_EMAIL>Email address</CONTACT_XML_EMAIL>
</CONTACT_XML>
<COMPANY_INFORMATION Socio_Economic_Factors="From List">
<COMPANY_NAME>Company Name</COMPANY_NAME>
<COMPANY_INCEPTION>Company Inception
Date</COMPANY_INCEPTION>
<ANNUAL_REVENUE Range="From List"/>
<NUM_GOVT_CONTRACT_PAST_5YRS>Whole Number
</NUM_GOVT_CONTRACT_PAST_5YRS>
<NUM_COM_CONTRACT_PAST_5YRS>Whole
Number</NUM_COM_CONTRACT_PAST_5YRS>
<COMPANY_GROWTH>
<AVERAGE_PAST_5_YRS>number</AVERAGE_PAST_5_YRS>
<GROWTH_NARRATIVE>narrative</GROWTH_NARRATIVE>
</COMPANY_GROWTH>
<CORE_COMPETENCIES>
<COMPETENCY>
<CORE_NAME_PREDEFINED Core_Predefined_Terms="From List"/>
<CORE_NAME_FREEFORM>Text, optional</CORE_NAME_FREEFORM>
<CORE_CERTIFICATION Cert_Name="From List, optional"/>
<CORE_NARRATIVE>Narrative</CORE_NARRATIVE>
```

```

</COMPETENCY>
</CORE_COMPETENCIES>
<EMPLOYEES>
<TOTAL_NUMBER Total_Number="From List"/>
<LABOR_TURNOVER_RATES>
<TURNOVER_AVERAGE_PAST_5_YRS>number</TURNOVER_AVERAGE_PAST_5_YRS>
<LABOR_TURNOVER_NARRATIVE>narrative</LABOR_TURNOVER_NARRATIVE>
</LABOR_TURNOVER_RATES>
</EMPLOYEES>
</COMPANY_INFORMATION>
</COMPANY_MEMBER_QUALIFICATIONS>

```

The third ELEMENT under EMPLOYEES is PERSONNEL\_GROWTH. This ELEMENT has no data, but has 2 ELEMENTS contained within.

Type or Insert:

```
<PERSONNEL_GROWTH>
```

The first ELEMENT under PERSONNEL\_GROWTH is GROWTH\_AVERAGE\_PAST\_5\_YRS. This ELEMENT is the percentage of your company's personnel growth rate within the past 5 years.

Type or Insert:

```
<GROWTH_AVERAGE_PAST_5_YRS>Whole Number Only</GROWTH_AVERAGE_PAST_5_YRS>
```

NOTE: Do not enter a '%' in this field. Whole Numbers Only.

The second ELEMENT under PERSONNEL\_GROWTH is PERSONNEL\_GROWTH\_NARRATIVE. This ELEMENT is the narrative explaining your company's personnel growth rate within the past 5 years.

Type or Insert:

```
<PERSONNEL_GROWTH_NARRATIVE>narrative</PERSONNEL_GROWTH_NARRATIVE>
</PERSONNEL_GROWTH>
```

Your XML Text should look something like this.

```

<?xml version="1.0" encoding="UTF-8" standalone="no"?>
<!DOCTYPE COMPANY_MEMBER_QUALIFICATIONS SYSTEM
"http://www.herbb.hanscom.af.mil/tbbs/R10/DTDDoc.dtd" [

]>

<COMPANY_MEMBER_QUALIFICATIONS>
<CONTACT_XML>
<CONTACT_XML_NAME>Name</CONTACT_XML_NAME>

```

```

<CONTACT_XML_EMAIL>Email address</CONTACT_XML_EMAIL>
</CONTACT_XML>
<COMPANY_INFORMATION Socio_Economic_Factors="From List">
<COMPANY_NAME>Company Name</COMPANY_NAME>
<COMPANY_INCEPTION>Company Inception
Date</COMPANY_INCEPTION>
<ANNUAL_REVENUE Range="From List"/>
<NUM_GOVT_CONTRACT_PAST_5YRS>Whole Number
</NUM_GOVT_CONTRACT_PAST_5YRS>
<NUM_COM_CONTRACT_PAST_5YRS>Whole
Number</NUM_COM_CONTRACT_PAST_5YRS>
<COMPANY_GROWTH>
<AVERAGE_PAST_5_YRS>number</AVERAGE_PAST_5_YRS>
<GROWTH_NARRATIVE>narrative</GROWTH_NARRATIVE>
</COMPANY_GROWTH>
<CORE_COMPETENCIES>
<COMPETENCY>
<CORE_NAME_PREDEFINED Core_Predefined_Terms="From List"/>
<CORE_NAME_FREEFORM>Text, optional</CORE_NAME_FREEFORM>
<CORE_CERTIFICATION Cert_Name="From List, optional"/>
<CORE_NARRATIVE>Narrative</CORE_NARRATIVE>
</COMPETENCY>
</CORE_COMPETENCIES>
<EMPLOYEES>
<TOTAL_NUMBER Total_Number="From List"/>
<LABOR_TURNOVER_RATES>
<TURNOVER_AVERAGE_PAST_5_YRS>number</TURNOVER_AVERAGE_PAST_5
_YRS>
<LABOR_TURNOVER_NARRATIVE>narrative</LABOR_TURNOVER_NARRATIV
E>
</LABOR_TURNOVER_RATES>
<PERSONNEL_GROWTH>
<GROWTH_AVERAGE_PAST_5_YRS>Whole Number
</GROWTH_AVERAGE_PAST_5_YRS>
<PERSONNEL_GROWTH_NARRATIVE>narrative</PERSONNEL_GROWTH_NARR
ATIVE>
</PERSONNEL_GROWTH>
</EMPLOYEES>

```

`</COMPANY_INFORMATION>`

`</COMPANY_MEMBER_QUALIFICATIONS>`

The fourth ELEMENT under EMPLOYEES is EMPLOYEE\_NARRATIVE. This ELEMENT is a narrative on your employee.

Type or Insert:

`<EMPLOYEE_NARRATIVE>narative</EMPLOYEE_NARRATIVE>`

The fifth ELEMENT under EMPLOYEES is UNIQUE\_CERTIFICATIONS. This ELEMENT has no data, but has 1 ELEMENT contained within. This ELEMENT is optional.

Type or Insert:

`<UNIQUE_CERTIFICATIONS>`

The first ELEMENT under UNIQUE\_CERTIFICATIONS is UNIQUE\_CERTIFICATION. This ELEMENT is the title or name of your employee's certifications. This ELEMENT can occur one or more times. One UNIQUE\_CERTIFICATION per tag.

Type or Insert:

`<UNIQUE_CERTIFICATION>certification title  
</UNIQUE_CERTIFICATION>`

Then use the closing tag

`</UNIQUE_CERTIFICATIONS>`

Your XML Text should look something like this.

```
<?xml version="1.0" encoding="UTF-8" standalone="no"?>  
<!DOCTYPE COMPANY_MEMBER_QUALIFICATIONS SYSTEM  
"http://www.herbb.hanscom.af.mil/tbbs/R10/DTDDoc.dtd" [  
  
]>
```

```
<COMPANY_MEMBER_QUALIFICATIONS>  
<CONTACT_XML>  
<CONTACT_XML_NAME>Name</CONTACT_XML_NAME>  
<CONTACT_XML_EMAIL>Email address</CONTACT_XML_EMAIL>  
</CONTACT_XML>  
<COMPANY_INFORMATION Socio_Economic_Factors="From List">  
<COMPANY_NAME>Company Name</COMPANY_NAME>  
<COMPANY_INCEPTION>Company Inception  
Date</COMPANY_INCEPTION>  
<ANNUAL_REVENUE Range="From List"/>  
<NUM_GOVT_CONTRACT_PAST_5YRS>Whole Number  
</NUM_GOVT_CONTRACT_PAST_5YRS>  
<NUM_COM_CONTRACT_PAST_5YRS>Whole  
Number</NUM_COM_CONTRACT_PAST_5YRS>
```

```

<COMPANY_GROWTH>
<AVERAGE_PAST_5_YRS>number</AVERAGE_PAST_5_YRS>
<GROWTH_NARRATIVE>narrative</GROWTH_NARRATIVE>
</COMPANY_GROWTH>
<CORE_COMPETENCIES>
<COMPETENCY>
<CORE_NAME_PREDEFINED Core_Predefined_Terms="From List"/>
<CORE_NAME_FREEFORM>Text, optional</CORE_NAME_FREEFORM>
<CORE_CERTIFICATION Cert_Name="From List, optional"/>
<CORE_NARRATIVE>Narrative</CORE_NARRATIVE>
</COMPETENCY>
</CORE_COMPETENCIES>
<EMPLOYEES>
<TOTAL_NUMBER Total_Number="From List"/>
<LABOR_TURNOVER_RATES>
<TURNOVER_AVERAGE_PAST_5_YRS>number</TURNOVER_AVERAGE_PAST_5_YRS>
<LABOR_TURNOVER_NARRATIVE>narrative</LABOR_TURNOVER_NARRATIVE>
</LABOR_TURNOVER_RATES>
<PERSONNEL_GROWTH>
<GROWTH_AVERAGE_PAST_5_YRS>Whole Number
</GROWTH_AVERAGE_PAST_5_YRS>
<PERSONNEL_GROWTH_NARRATIVE>narrative</PERSONNEL_GROWTH_NARRATIVE>
</PERSONNEL_GROWTH>
<EMPLOYEE_NARRATIVE>narrative</EMPLOYEE_NARRATIVE>
<UNIQUE_CERTIFICATIONS>
<UNIQUE_CERTIFICATION>certification
title</UNIQUE_CERTIFICATION>
</UNIQUE_CERTIFICATIONS>
</EMPLOYEES>
</COMPANY_INFORMATION>
</COMPANY_MEMBER_QUALIFICATIONS>

```

The sixth ELEMENT under EMPLOYEES is EMPLOYEE\_BENEFITS. This ELEMENT has no data, but has 7 ELEMENTS contained within.

Type or Insert:

```

<EMPLOYEE_BENEFITS>

```



The first ELEMENT under EMPLOYEE\_BENEFITS is PROFIT\_SHARING. This ELEMENT is an ATTRIBUTE.

PROFIT\_SHARING has the ATTRIBUTE "Profit\_Sharing". This ATTRIBUTE asks whether or not your company has profit sharing for your employees. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<PROFIT_SHARING Profit_Sharing="From List"/>
```

The / at the end closes the tag without entering in any more data.

Replace the ? with one of the values below:

**yes**  
**no**

Whichever applies to the employee benefits.

The second ELEMENT under EMPLOYEE\_BENEFITS is TRAINING. This ELEMENT is an ATTRIBUTE.

TRAINING has the ATTRIBUTE "Training". This ATTRIBUTE asks whether or not your company provides training for your employees. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<TRAINING Training="From List"/>
```

The / at the end closes the tag without entering in any more data.

Replace the ? with one of the values below:

**yes**  
**no**

Whichever applies to your organization.

The third ELEMENT under EMPLOYEE\_BENEFITS is SEMINARS. This ELEMENT is an ATTRIBUTE.

SEMINARS has the ATTRIBUTE "Seminars". This ATTRIBUTE asks whether or not your company provides a way for your employees to attend conferences and/or seminars. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<SEMINARS Seminars="From List"/>
```

The / at the end closes the tag without entering in any more data.

Replace the ? with one of the values below:

**yes**  
**no**

Whichever applies to your organization.

The fourth ELEMENT under EMPLOYEE\_BENEFITS is LONG\_TERM\_DISABILITY. This ELEMENT is an ATTRIBUTE.

LONG\_TERM\_DISABILITY has the ATTRIBUTE "Long\_Term\_Disability". This ATTRIBUTE asks whether or not your company provides long term disability for your employees. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<LONG_TERM_DISABILITY Long_Term_Disability="From List"/>
```

The / at the end closes the tag without entering in any more data.

Replace the ? with one of the values below:

yes  
no

Whichever applies to your organization.

The Fifth ELEMENT under EMPLOYEE\_BENEFITS is SHORT\_TERM\_DISABILITY. This ELEMENT is an ATTRIBUTE.

SHORT\_TERM\_DISABILITY has the ATTRIBUTE "Short\_Term\_Disability". This ATTRIBUTE asks whether or not your company provides short-term disability for your employees. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<SHORT_TERM_DISABILITY Short_Term_Disability="From List"/>
```

The / at the end closes the tag without entering in any more data.

Replace the ? with one of the values below:

yes  
no

Whichever applies to your organization.

The sixth ELEMENT under EMPLOYEE\_BENEFITS is VACATION\_PACKAGE. This ELEMENT is a narrative on the vacation package your company provides for your employees. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<VACATION_PACKAGE>narrative</VACATION_PACKAGE>
```

The seventh ELEMENT under EMPLOYEE\_BENEFITS is STANDARD\_WORK\_WEEK. This ELEMENT has no data, but has 2 ELEMENTS contained within.

Type or Insert:

```
<STANDARD_WORK_WEEK>
```

The first ELEMENT under STANDARD\_WORK\_WEEK is NUMBER\_OF\_HOURS\_PER\_WEEK. This ELEMENT is the number of hours your company asks its employees to work each week.

Type or Insert:

```
<NUMBER_OF_HOURS_PER_WEEK>digit only  
</NUMBER_OF_HOURS_PER_WEEK>.
```

The second ELEMENT under STANDARD\_WORK\_WEEK is WORK\_WEEK\_NARRATIVE. This ELEMENT is a narrative about the number of hours your company asks its employees per week.

Type or Insert:

```
<WORK_WEEK_NARRATIVE >narrative</WORK_WEEK_NARRATIVE>  
</EMPLOYEE_BENEFITS>
```

Your XML Text should look something like this.

```
<?xml version="1.0" encoding="UTF-8" standalone="no"?>  
<!DOCTYPE COMPANY_MEMBER_QUALIFICATIONS SYSTEM  
"http://www.herbb.hanscom.af.mil/tbbs/R10/DTDDoc.dtd" [  
  
]>  
  
<COMPANY_MEMBER_QUALIFICATIONS>
```

```

<CONTACT_XML>
<CONTACT_XML_NAME>Name</CONTACT_XML_NAME>
<CONTACT_XML_EMAIL>Email address</CONTACT_XML_EMAIL>
</CONTACT_XML>
<COMPANY_INFORMATION Socio_Economic_Factors="From List">
<COMPANY_NAME>Company Name</COMPANY_NAME>
<COMPANY_INCEPTION>Company Inception
Date</COMPANY_INCEPTION>
<ANNUAL_REVENUE Range="From List"/>
<NUM_GOVT_CONTRACT_PAST_5YRS>Whole Number
</NUM_GOVT_CONTRACT_PAST_5YRS>
<NUM_COM_CONTRACT_PAST_5YRS>Whole
Number</NUM_COM_CONTRACT_PAST_5YRS>
<COMPANY_GROWTH>
<AVERAGE_PAST_5_YRS>number</AVERAGE_PAST_5_YRS>
<GROWTH_NARRATIVE>narrative</GROWTH_NARRATIVE>
</COMPANY_GROWTH>
<CORE_COMPETENCIES>
<COMPETENCY>
<CORE_NAME_PREDEFINED Core_Predefined_Terms="From List"/>
<CORE_NAME_FREEFORM>Text, optional</CORE_NAME_FREEFORM>
<CORE_CERTIFICATION Cert_Name="From List, optional"/>
<CORE_NARRATIVE>Narrative</CORE_NARRATIVE>
</COMPETENCY>
</CORE_COMPETENCIES>
<EMPLOYEES>
<TOTAL_NUMBER Total_Number="From List"/>
<LABOR_TURNOVER_RATES>
<TURNOVER_AVERAGE_PAST_5_YRS>number</TURNOVER_AVERAGE_PAST_5
_YRS>
<LABOR_TURNOVER_NARRATIVE>narrative</LABOR_TURNOVER_NARRATIV
E>
</LABOR_TURNOVER_RATES>
<PERSONNEL_GROWTH>
<GROWTH_AVERAGE_PAST_5_YRS>Whole Number
</GROWTH_AVERAGE_PAST_5_YRS>
<PERSONNEL_GROWTH_NARRATIVE>narrative</PERSONNEL_GROWTH_NARR
ATIVE>

```

```

</PERSONNEL_GROWTH>
<EMPLOYEE_NARRATIVE>narrative</EMPLOYEE_NARRATIVE>
<UNIQUE_CERTIFICATIONS>
<UNIQUE_CERTIFICATION>certification
title</UNIQUE_CERTIFICATION>
</UNIQUE_CERTIFICATIONS>
<EMPLOYEE_BENEFITS>
<PROFIT_SHARING Profit_Sharing="From List"/>
<TRAINING Training="From List"/>
<SEMINARS Seminars="From List"/>
<LONG_TERM_DISABILITY Long_Term_Disability="From List"/>
<SHORT_TERM_DISABILITY Short_Term_Disability="From List"/>
<VACATION_PACKAGE>narrative</VACATION_PACKAGE>
<STANDARD_WORK_WEEK>
<NUMBER_OF_HOURS_PER_WEEK>digit
only</NUMBER_OF_HOURS_PER_WEEK>
<WORK_WEEK_NARRATIVE>narrative</WORK_WEEK_NARRATIVE>
</STANDARD_WORK_WEEK>
</EMPLOYEE_BENEFITS>
</EMPLOYEES>
</COMPANY_INFORMATION>
</COMPANY_MEMBER_QUALIFICATIONS>

```

The ELEMENT to be added (after </EMPLOYEES> and before </COMPANY\_INFORMATION>) is VALUES\_MISSION\_STATEMENT\_URL. This ELEMENT is the URL for your company's value or mission statement. This ELEMENT is optional.

Type or Insert:

```

<VALUES_MISSION_STATEMENT_URL>http://
</VALUES_MISSION_STATEMENT_URL>

```

The next ELEMENT is HONOR\_AWARDS. This ELEMENT has no data, but has 1 ELEMENT contained within. This ELEMENT is optional

Type or Insert:

```

<HONOR_AWARDS>

```

The next ELEMENT is HONOR\_AWARD. This ELEMENT has no data, but has 2 ELEMENTS contained within. This ELEMENT can occur any number of times. You can add this ELEMENT and the ELEMENTS HONOR\_AWARD\_TITLE and HONOR\_AWARD\_URL for each honor or award your company has received, or if you have a URL for all, complete only once.

Type or Insert:

```

<HONOR_AWARD>

```

The first ELEMENT under HONOR\_AWARD is HONOR\_AWARD\_TITLE. This ELEMENT is the title of the award your company has received.

Type or Insert:

```
<HONOR_AWARD_TITLE>title</HONOR_AWARD_TITLE>
```

The second ELEMENT under HONOR\_AWARD is HONOR\_AWARD\_URL. This ELEMENT is the URL location of the award your company has received.

Type or Insert:

```
<HONOR_AWARD_URL>http://    </HONOR_AWARD_URL>
</HONOR_AWARD>
</HONOR_AWARDS>
```

Your XML Text should look something like this.

```
<?xml version="1.0" encoding="UTF-8" standalone="no"?>
<!DOCTYPE COMPANY_MEMBER_QUALIFICATIONS SYSTEM
"http://www.herbb.hanscom.af.mil/tbbs/R10/DTDDoc.dtd" [

]>

<COMPANY_MEMBER_QUALIFICATIONS>
<CONTACT_XML>
<CONTACT_XML_NAME>Name</CONTACT_XML_NAME>
<CONTACT_XML_EMAIL>Email address</CONTACT_XML_EMAIL>
</CONTACT_XML>
<COMPANY_INFORMATION Socio_Economic_Factors="From List">
<COMPANY_NAME>Company Name</COMPANY_NAME>
<COMPANY_INCEPTION>Company Inception
Date</COMPANY_INCEPTION>
<ANNUAL_REVENUE Range="From List"/>
<NUM_GOVT_CONTRACT_PAST_5YRS>Whole Number
</NUM_GOVT_CONTRACT_PAST_5YRS>
<NUM_COM_CONTRACT_PAST_5YRS>Whole
Number</NUM_COM_CONTRACT_PAST_5YRS>
<COMPANY_GROWTH>
<AVERAGE_PAST_5_YRS>number</AVERAGE_PAST_5_YRS>
<GROWTH_NARRATIVE>narrative</GROWTH_NARRATIVE>
</COMPANY_GROWTH>
<CORE_COMPETENCIES>
<COMPETENCY>
<CORE_NAME_PREDEFINED Core_Predefined_Terms="From List"/>
<CORE_NAME_FREEFORM>Text, optional</CORE_NAME_FREEFORM>
<CORE_CERTIFICATION Cert_Name="From List, optional"/>
```

```

<CORE_NARRATIVE>Narrative</CORE_NARRATIVE>
</COMPETENCY>
</CORE_COMPETENCIES>
<EMPLOYEES>
<TOTAL_NUMBER Total_Number="From List"/>
<LABOR_TURNOVER_RATES>
<TURNOVER_AVERAGE_PAST_5_YRS>number</TURNOVER_AVERAGE_PAST_5_YRS>
<LABOR_TURNOVER_NARRATIVE>narrative</LABOR_TURNOVER_NARRATIVE>
</LABOR_TURNOVER_RATES>
<PERSONNEL_GROWTH>
<GROWTH_AVERAGE_PAST_5_YRS>Whole Number
</GROWTH_AVERAGE_PAST_5_YRS>
<PERSONNEL_GROWTH_NARRATIVE>narrative</PERSONNEL_GROWTH_NARRATIVE>
</PERSONNEL_GROWTH>
<EMPLOYEE_NARRATIVE>narrative</EMPLOYEE_NARRATIVE>
<UNIQUE_CERTIFICATIONS>
<UNIQUE_CERTIFICATION>certification
title</UNIQUE_CERTIFICATION>
</UNIQUE_CERTIFICATIONS>
<EMPLOYEE_BENEFITS>
<PROFIT_SHARING Profit_Sharing="From List"/>
<TRAINING Training="From List"/>
<SEMINARS Seminars="From List"/>
<LONG_TERM_DISABILITY Long_Term_Disability="From List"/>
<SHORT_TERM_DISABILITY Short_Term_Disability="From List"/>
<VACATION_PACKAGE>narrative</VACATION_PACKAGE>
<STANDARD_WORK_WEEK>
<NUMBER_OF_HOURS_PER_WEEK>digit
only</NUMBER_OF_HOURS_PER_WEEK>
<WORK_WEEK_NARRATIVE>narrative</WORK_WEEK_NARRATIVE>
</STANDARD_WORK_WEEK>
</EMPLOYEE_BENEFITS>
</EMPLOYEES>
<VALUES_MISSION_STATEMENT_URL>http://
</VALUES_MISSION_STATEMENT_URL>

```

**<HONOR\_AWARDS>**

**<HONOR\_AWARD>**

**<HONOR\_AWARD\_TITLE>title</HONOR\_AWARD\_TITLE>**

**<HONOR\_AWARD\_URL>http:// </HONOR\_AWARD\_URL>**

**</HONOR\_AWARD>**

**</HONOR\_AWARDS>**

**</COMPANY\_INFORMATION>**

**</COMPANY\_MEMBER\_QUALIFICATIONS>**

The next ELEMENT is WHITE\_PAPERS. This ELEMENT starts after </HONOR\_AWARDS>. This ELEMENT has no data, but has 1 ELEMENT contained within. This ELEMENT is optional

Type or Insert:

**<WHITE\_PAPERS>**

The next ELEMENT is WHITE\_PAPER. This ELEMENT has no data, but has 2 ELEMENTS contained within. This ELEMENT can occur any number of times. You can add this ELEMENT and the ELEMENTS WHITE\_PAPER\_TITLE and WHITE\_PAPER\_URL for each white paper your company has written, or if you have a URL for all, complete only once.

Type or Insert:

**<WHITE\_PAPER>**

The first ELEMENT under WHITE\_PAPER is WHITE\_PAPER\_TITLE. This ELEMENT is the title of the white paper your company has written.

Type or Insert:

**<WHITE\_PAPER\_TITLE>title</WHITE\_PAPER\_TITLE>**

The second ELEMENT under WHITE\_PAPER is WHITE\_PAPER\_URL. This ELEMENT is the URL location of the white paper your company has written.

Type or Insert:

**<WHITE\_PAPER\_URL>http:// </WHITE\_PAPER\_URL>**

**</WHITE\_PAPER>**

**</WHITE\_PAPERS>**

The next ELEMENT is PRESS\_RELEASES. This ELEMENT starts after </WHITE\_PAPERS>. This ELEMENT has no data, but has 1 ELEMENT contained within. This ELEMENT is optional

Type or Insert:

**<PRESS\_RELEASES>**

The next ELEMENT is PRESS\_RELEASE. This ELEMENT has no data, but has 2 ELEMENTS contained within. This ELEMENT can occur any number of times. You can add this ELEMENT and the ELEMENTS PRESS\_RELEASE\_TITLE and PRESS\_RELEASE\_URL for each press release your company has written, or if you have a URL for all, complete only once.

Type or Insert:

**<PRESS\_RELEASE>**

The first ELEMENT under PRESS\_RELEASE is PRESS\_RELEASE\_TITLE. This ELEMENT is the title of the white paper your company has written.

Type or Insert:

```
<PRESS_RELEASE_TITLE>title</PRESS_RELEASE_TITLE>
```

The second ELEMENT under PRESS\_RELEASE is PRESS\_RELEASE\_URL. This ELEMENT is the URL location of the press release your company has written.

Type or Insert:

```
<PRESS_RELEASE_URL>http://    </PRESS_RELEASE_URL>
</PRESS_RELEASE>
</PRESS_RELEASES>
```

The next ELEMENT to be added (after </PRESS\_RELEASES> and before </COMPANY\_INFORMATION>) is ANNUAL\_REPORT\_URL. This ELEMENT is the URL for your company's last year's annual report. This ELEMENT is optional.

Type or Insert:

```
<ANNUAL_REPORT_URL>http://    </ANNUAL_REPORT_URL>
```

The next ELEMENT to be added is COMPANY\_URL. This ELEMENT is the URL for your company. This ELEMENT is optional.

Type or Insert:

```
<COMPANY_URL>http://    </COMPANY_URL>
```

The next ELEMENT to be added is COMPANY\_NARRATIVE. This ELEMENT is a explaining the key points of your company. This ELEMENT is optional.

Type or Insert:

```
<COMPANY_NARRATIVE>narrative </COMPANY_NARRATIVE>
```

This ends the COMPANY\_INFORMATION section in your document. Your XML Text should look something like this.

```
<?xml version="1.0" encoding="UTF-8" standalone="no"?>
<!DOCTYPE COMPANY_MEMBER_QUALIFICATIONS SYSTEM
"http://www.herbb.hanscom.af.mil/tbbs/R10/DTDDoc.dtd" [
]>
```

```
<COMPANY_MEMBER_QUALIFICATIONS>
<CONTACT_XML>
<CONTACT_XML_NAME>Name</CONTACT_XML_NAME>
<CONTACT_XML_EMAIL>Email address</CONTACT_XML_EMAIL>
</CONTACT_XML>
<COMPANY_INFORMATION Socio_Economic_Factors="From List">
<COMPANY_NAME>Company Name</COMPANY_NAME>
<COMPANY_INCEPTION>Company Inception
Date</COMPANY_INCEPTION>
<ANNUAL_REVENUE Range="From List"/>
```



```

<NUM_GOVT_CONTRACT_PAST_5YRS>Whole Number
</NUM_GOVT_CONTRACT_PAST_5YRS>

<NUM_COM_CONTRACT_PAST_5YRS>Whole
Number</NUM_COM_CONTRACT_PAST_5YRS>

<COMPANY_GROWTH>
<AVERAGE_PAST_5_YRS>number</AVERAGE_PAST_5_YRS>
<GROWTH_NARRATIVE>narrative</GROWTH_NARRATIVE>
</COMPANY_GROWTH>
<CORE_COMPETENCIES>
<COMPETENCY>
<CORE_NAME_PREDEFINED Core_Predefined_Terms="From List"/>
<CORE_NAME_FREEFORM>Text, optional</CORE_NAME_FREEFORM>
<CORE_CERTIFICATION Cert_Name="From List, optional"/>
<CORE_NARRATIVE>Narrative</CORE_NARRATIVE>
</COMPETENCY>
</CORE_COMPETENCIES>
<EMPLOYEES>
<TOTAL_NUMBER Total_Number="From List"/>
<LABOR_TURNOVER_RATES>
<TURNOVER_AVERAGE_PAST_5_YRS>number</TURNOVER_AVERAGE_PAST_5
_YRS>
<LABOR_TURNOVER_NARRATIVE>narrative</LABOR_TURNOVER_NARRATIV
E>
</LABOR_TURNOVER_RATES>
<PERSONNEL_GROWTH>
<GROWTH_AVERAGE_PAST_5_YRS>Whole Number
</GROWTH_AVERAGE_PAST_5_YRS>
<PERSONNEL_GROWTH_NARRATIVE>narrative</PERSONNEL_GROWTH_NARR
ATIVE>
</PERSONNEL_GROWTH>
<EMPLOYEE_NARRATIVE>narrative</EMPLOYEE_NARRATIVE>
<UNIQUE_CERTIFICATIONS>
<UNIQUE_CERTIFICATION>certification
title</UNIQUE_CERTIFICATION>
</UNIQUE_CERTIFICATIONS>
<EMPLOYEE_BENEFITS>
<PROFIT_SHARING Profit_Sharing="From List"/>
<TRAINING Training="From List"/>

```

```

<SEMINARS Seminars="From List"/>
<LONG_TERM_DISABILITY Long_Term_Disability="From List"/>
<SHORT_TERM_DISABILITY Short_Term_Disability="From List"/>
<VACATION_PACKAGE>narrative</VACATION_PACKAGE>
<STANDARD_WORK_WEEK>
<NUMBER_OF_HOURS_PER_WEEK>digit
only</NUMBER_OF_HOURS_PER_WEEK>
<WORK_WEEK_NARRATIVE>narrative</WORK_WEEK_NARRATIVE>
</STANDARD_WORK_WEEK>
</EMPLOYEE_BENEFITS>
</EMPLOYEES>
<VALUES_MISSION_STATEMENT_URL>http://
</VALUES_MISSION_STATEMENT_URL>
<HONOR_AWARDS>
<HONOR_AWARD>
<HONOR_AWARD_TITLE>title</HONOR_AWARD_TITLE>
<HONOR_AWARD_URL>http://    </HONOR_AWARD_URL>
</HONOR_AWARD>
</HONOR_AWARDS>
<WHITE_PAPERS>
<WHITE_PAPER>
<WHITE_PAPER_TITLE>title</WHITE_PAPER_TITLE>
<WHITE_PAPER_URL>http://    </WHITE_PAPER_URL>
</WHITE_PAPER>
</WHITE_PAPERS>
<PRESS_RELEASES>
<PRESS_RELEASE>
<PRESS_RELEASE_TITLE>title</PRESS_RELEASE_TITLE>
<PRESS_RELEASE_URL>http://    </PRESS_RELEASE_URL>
</PRESS_RELEASE>
</PRESS_RELEASES>
<ANNUAL_REPORT_URL>http://    </ANNUAL_REPORT_URL>
<COMPANY_URL>http://    </COMPANY_URL>
<COMPANY_NARRATIVE>narrative</COMPANY_NARRATIVE>
</COMPANY_INFORMATION>
</COMPANY_MEMBER_QUALIFICATIONS>

```

### 3.4.3 ITSP\_INFORMATION ELEMENT

We are now going to insert the third set of Elements under the Root ELEMENT **<COMPANY\_MEMBER\_QUALIFICATIONS>**. This ELEMENT, ITSP\_INFORMATION, will contain the ITSP information for your company. This ELEMENT will be inserted after the tag **</COMPANY\_INFORMATION>** and before the tag **</COMPANY\_MEMBER\_QUALIFICATIONS>**

Type or Insert:

```
<ITSP_INFORMATION>
```

The first ELEMENT we are going to insert under ITSP\_INFORMATION is ITSP\_BPA HOLDER COMPANIES. This ELEMENT has no data, but has 1 ELEMENT contained within. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<ITSP_BPA_HOLDER_COMPANIES>
```

The first ELEMENT under ITSP\_BPA\_HOLDER\_COMPANIES is HOLDER\_COMPANY. This ELEMENT has no data, but has 2 ELEMENTS contained within. This set of ELEMENTS will describe the company and ITSP web site of your ITSP holder company. This ELEMENT can occur any number of times. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<HOLDER_COMPANY>
```

The first ELEMENT under HOLDER\_COMPANY is HOLDER\_COMPANY\_NAME. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<HOLDER_COMPANY_NAME>ITSP holder company  
name</HOLDER_COMPANY_NAME>
```

The second ELEMENT under HOLDER\_COMPANY is HOLDER\_ITSP\_URL. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<HOLDER_ITSP_URL>Holder Company's ITSP web site  
URL</HOLDER_ITSP_URL>  
  
</HOLDER_COMPANY>  
  
</ITSP_BPA_HOLDER_COMPANIES>
```

The second ELEMENT under ITSP\_INFORMATION is MEMBER\_ITSP\_URL. This ELEMENT is optional. This ELEMENT describes your company's ITSP web site URL. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<MEMBER_ITSP_URL>http://      </MEMBER_ITSP_URL>
```

The third ELEMENT under ITSP\_INFORMATION is ITSP\_ORG\_CHART\_URL. This ELEMENT is optional. This ELEMENT describes your company's web site URL for a organizational chart for ITSP. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<ITSP_ORG_CHART_URL>http://      </ITSP_ORG_CHART_URL>
```

This ends the ITSP\_INFORMATION information in your document. Your XML Text should look something like this.

```

<?xml version="1.0" encoding="UTF-8" standalone="no"?>
<!DOCTYPE COMPANY_MEMBER_QUALIFICATIONS SYSTEM
"http://www.herbb.hanscom.af.mil/tbbs/R10/DTDDoc.dtd" [

]>

<COMPANY_MEMBER_QUALIFICATIONS>
<CONTACT_XML>
<CONTACT_XML_NAME>Name</CONTACT_XML_NAME>
<CONTACT_XML_EMAIL>Email address</CONTACT_XML_EMAIL>
</CONTACT_XML>
<COMPANY_INFORMATION Socio_Economic_Factors="From List">
<COMPANY_NAME>Company Name</COMPANY_NAME>
<COMPANY_INCEPTION>Company Inception
Date</COMPANY_INCEPTION>
<ANNUAL_REVENUE Range="From List"/>
<NUM_GOVT_CONTRACT_PAST_5YRS>Whole Number
</NUM_GOVT_CONTRACT_PAST_5YRS>
<NUM_COM_CONTRACT_PAST_5YRS>Whole
Number</NUM_COM_CONTRACT_PAST_5YRS>
<COMPANY_GROWTH>
<AVERAGE_PAST_5_YRS>number</AVERAGE_PAST_5_YRS>
<GROWTH_NARRATIVE>narrative</GROWTH_NARRATIVE>
</COMPANY_GROWTH>
<CORE_COMPETENCIES>
<COMPETENCY>
<CORE_NAME_PREDEFINED Core_Predefined_Terms="From List"/>
<CORE_NAME_FREEFORM>Text, optional</CORE_NAME_FREEFORM>
<CORE_CERTIFICATION Cert_Name="From List, optional"/>
<CORE_NARRATIVE>Narrative</CORE_NARRATIVE>
</COMPETENCY>
</CORE_COMPETENCIES>
<EMPLOYEES>
<TOTAL_NUMBER Total_Number="From List"/>
<LABOR_TURNOVER_RATES>
<TURNOVER_AVERAGE_PAST_5_YRS>number</TURNOVER_AVERAGE_PAST_5
_YRS>

```

```

<LABOR_TURNOVER_NARRATIVE>narrative</LABOR_TURNOVER_NARRATIVE>
</LABOR_TURNOVER_RATES>
<PERSONNEL_GROWTH>
<GROWTH_AVERAGE_PAST_5_YRS>Whole Number
</GROWTH_AVERAGE_PAST_5_YRS>
<PERSONNEL_GROWTH_NARRATIVE>narrative</PERSONNEL_GROWTH_NARRATIVE>
</PERSONNEL_GROWTH>
<EMPLOYEE_NARRATIVE>narrative</EMPLOYEE_NARRATIVE>
<UNIQUE_CERTIFICATIONS>
<UNIQUE_CERTIFICATION>certification
title</UNIQUE_CERTIFICATION>
</UNIQUE_CERTIFICATIONS>
<EMPLOYEE_BENEFITS>
<PROFIT_SHARING Profit_Sharing="From List"/>
<TRAINING Training="From List"/>
<SEMINARS Seminars="From List"/>
<LONG_TERM_DISABILITY Long_Term_Disability="From List"/>
<SHORT_TERM_DISABILITY Short_Term_Disability="From List"/>
<VACATION_PACKAGE>narrative</VACATION_PACKAGE>
<STANDARD_WORK_WEEK>
<NUMBER_OF_HOURS_PER_WEEK>digit
only</NUMBER_OF_HOURS_PER_WEEK>
<WORK_WEEK_NARRATIVE>narrative</WORK_WEEK_NARRATIVE>
</STANDARD_WORK_WEEK>
</EMPLOYEE_BENEFITS>
</EMPLOYEES>
<VALUES_MISSION_STATEMENT_URL>http://
</VALUES_MISSION_STATEMENT_URL>
<HONOR_AWARDS>
<HONOR_AWARD>
<HONOR_AWARD_TITLE>title</HONOR_AWARD_TITLE>
<HONOR_AWARD_URL>http://    </HONOR_AWARD_URL>
</HONOR_AWARD>
</HONOR_AWARDS>
<WHITE_PAPERS>
<WHITE_PAPER>

```

```

<WHITE_PAPER_TITLE>title</WHITE_PAPER_TITLE>
<WHITE_PAPER_URL>http://    </WHITE_PAPER_URL>
</WHITE_PAPER>
</WHITE_PAPERS>
<PRESS_RELEASES>
<PRESS_RELEASE>
<PRESS_RELEASE_TITLE>title</PRESS_RELEASE_TITLE>
<PRESS_RELEASE_URL>http://    </PRESS_RELEASE_URL>
</PRESS_RELEASE>
</PRESS_RELEASES>
<ANNUAL_REPORT_URL>http://    </ANNUAL_REPORT_URL>
<COMPANY_URL>http://    </COMPANY_URL>
<COMPANY_NARRATIVE>narrative</COMPANY_NARRATIVE>
</COMPANY_INFORMATION>
<ITSP_INFORMATION>
<ITSP_BPA HOLDER_COMPANIES>
<HOLDER_COMPANY>
<HOLDER_COMPANY_NAME>holder company
name</HOLDER_COMPANY_NAME>
<HOLDER_ITSP_URL>http://    </HOLDER_ITSP_URL>
</HOLDER_COMPANY>
</ITSP_BPA HOLDER_COMPANIES>
<MEMBER_ITSP_URL>http://    </MEMBER_ITSP_URL>
<ITSP_ORG_CHART_URL>http://    </ITSP_ORG_CHART_URL>
</ITSP_INFORMATION>
</COMPANY_MEMBER_QUALIFICATIONS>

```

### 3.4.4 ITSP\_BPA HOLDER\_ONLY ELEMENT

We are now going to insert the fourth set of Elements under the Root ELEMENT **<COMPANY\_MEMBER\_QUALIFICATIONS>**. This ELEMENT, **ITSP\_BPA HOLDER\_ONLY**, is optional. These set of ELEMENTS should only be filled out if your company is an ITSP BPA Holder company. If your company is not a ITSP BPA holder company, skip to the next set of ELEMENTS, **PROGRAM\_EXPERIENCE**. This ELEMENT will be inserted after the tag **</ITSP\_INFORMATION>** and before **</COMPANY\_MEMBER\_QUALIFICATIONS>**

Type or Insert:

```
<ITSP_BPA HOLDER_ONLY>
```

The first ELEMENT we are going to insert under **ITSP\_BPA HOLDER\_ONLY** is **ITSP\_TEAM\_NARRATIVE**. This ELEMENT will describe your ITSP BPA Team. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<ITSP_TEAM_NARRATIVE>narrative</ITSP_TEAM_NARRATIVE>
```

The second ELEMENT we are going to insert under ITSP\_BPA HOLDER\_ONLY is ITSP\_TEAM\_ORG\_CHART\_URL. This ELEMENT will give a URL for your ITSP BPA Team organizational chart. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<ITSP_TEAM_ORG_CHART_URL>http://  
</ITSP_TEAM_ORG_CHART_URL>
```

The third ELEMENT we are going to insert under ITSP\_BPA HOLDER\_ONLY is TEAMING\_PARTNERS. This ELEMENT has no data, but has 1 ELEMENT contained within. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<TEAMING_PARTNERS>
```

The first ELEMENT we are going to insert under TEAMING\_PARTNERS is TEAMING\_PARTNER. This ELEMENT has no data, but has 2 ELEMENTS contained within. This ELEMENT will describe your teaming partners and the URL where to find their XML Document (Catalog). This set of ELEMENTS can occur many times. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<TEAMING_PARTNER>
```

The first ELEMENT under TEAMING\_PARTNER is PARTNER\_COMPANY\_NAME. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<PARTNER_COMPANY_NAME>teaming partners company  
name</PARTNER_COMPANY_NAME>
```

The second ELEMENT under TEAMING\_PARTNER is PARTNER\_XML\_CATALOG\_URL. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

For each Teaming Partner, type or insert:

```
<PARTNER_XML_CATALOG_URL>http://  
</PARTNER_XML_CATALOG_URL>  
  
</TEAMING_PARTNER>  
  
</TEAMING_PARTNERS>
```

The fourth ELEMENT we are going to insert under ITSP\_BPA HOLDER\_ONLY is HOLDER\_CONTACT\_INFORMATION. This ELEMENT has no data, but has 1 ELEMENT contained within. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<HOLDER_CONTACT_INFORMATION>
```

The first ELEMENT we are going to insert under HOLDER\_CONTACT\_INFORMATION is CONTACT. This ELEMENT has no data, but has 11 ELEMENTS contained within. This ELEMENT will describe your company's ITSP BPA Contact Information. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

`<CONTACT>`

The first ELEMENT under CONTACT is CONTACT\_NAME. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

`<CONTACT_NAME>contact person's name</CONTACT_NAME>`

The second ELEMENT under CONTACT is CONTACT\_TITLE. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

`<CONTACT_TITLE>contact person's title</CONTACT_TITLE>`

The third ELEMENT under CONTACT is ADDRESS\_1. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

`<ADDRESS_1>contact person's address</ADDRESS_1>`

The fourth ELEMENT under CONTACT is ADDRESS\_2. This ELEMENT is optional. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

`<ADDRESS_2>contact person's suite or room number  
</ADDRESS_2>`

The fifth ELEMENT under CONTACT is CITY. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

`<CITY>contact person's city</CITY>`

The sixth ELEMENT under CONTACT is STATE. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

`<STATE>contact person's state</STATE>`

The seventh ELEMENT under CONTACT is POSTAL\_CODE. This ELEMENT is optional. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

`<POSTAL_CODE>contact person's zip (?) code</POSTAL_CODE>`

The eighth ELEMENT under CONTACT is COUNTRY. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

`<COUNTRY>contact person's country</COUNTRY>`

The ninth ELEMENT under CONTACT is PHONE. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

`<PHONE>contact person's phone number digits only</PHONE>`

NOTE: Do not include dashes (-) in this field.



The tenth ELEMENT under CONTACT is FAX. This ELEMENT is optional. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<FAX>contact person's fax number digits only </FAX>
```

The eleventh ELEMENT under CONTACT is EMAIL. This ELEMENT is optional. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<EMAIL>contact person's </EMAIL>
</CONTACT>
</ITSP_BPA HOLDER_ONLY>
```

This ends the ITSP\_INFORMATION information in your document. Your XML Text should look something like this.

```
<?xml version="1.0" encoding="UTF-8" standalone="no"?>
<!DOCTYPE COMPANY_MEMBER_QUALIFICATIONS SYSTEM
"http://www.herbb.hanscom.af.mil/tbbs/R10/DTDDoc.dtd" [

]>
```

```
<COMPANY_MEMBER_QUALIFICATIONS>
<CONTACT_XML>
<CONTACT_XML_NAME>Name</CONTACT_XML_NAME>
<CONTACT_XML_EMAIL>Email address</CONTACT_XML_EMAIL>
</CONTACT_XML>
<COMPANY_INFORMATION Socio_Economic_Factors="From List">
<COMPANY_NAME>Company Name</COMPANY_NAME>
<COMPANY_INCEPTION>Company Inception
Date</COMPANY_INCEPTION>
<ANNUAL_REVENUE Range="From List"/>
<NUM_GOVT_CONTRACT_PAST_5YRS>Whole Number
</NUM_GOVT_CONTRACT_PAST_5YRS>
<NUM_COM_CONTRACT_PAST_5YRS>Whole
Number</NUM_COM_CONTRACT_PAST_5YRS>
<COMPANY_GROWTH>
<AVERAGE_PAST_5_YRS>number</AVERAGE_PAST_5_YRS>
<GROWTH_NARRATIVE>narrative</GROWTH_NARRATIVE>
</COMPANY_GROWTH>
<CORE_COMPETENCIES>
<COMPETENCY>
```

```

<CORE_NAME_PREDEFINED Core_Predefined_Terms="From List"/>
<CORE_NAME_FREEFORM>Text, optional</CORE_NAME_FREEFORM>
<CORE_CERTIFICATION Cert_Name="From List, optional"/>
<CORE_NARRATIVE>Narrative</CORE_NARRATIVE>
</COMPETENCY>
</CORE_COMPETENCIES>
<EMPLOYEES>
<TOTAL_NUMBER Total_Number="From List"/>
<LABOR_TURNOVER_RATES>
<TURNOVER_AVERAGE_PAST_5_YRS>number</TURNOVER_AVERAGE_PAST_5_YRS>
<LABOR_TURNOVER_NARRATIVE>narrative</LABOR_TURNOVER_NARRATIVE>
</LABOR_TURNOVER_RATES>
<PERSONNEL_GROWTH>
<GROWTH_AVERAGE_PAST_5_YRS>Whole Number
</GROWTH_AVERAGE_PAST_5_YRS>
<PERSONNEL_GROWTH_NARRATIVE>narrative</PERSONNEL_GROWTH_NARRATIVE>
</PERSONNEL_GROWTH>
<EMPLOYEE_NARRATIVE>narrative</EMPLOYEE_NARRATIVE>
<UNIQUE_CERTIFICATIONS>
<UNIQUE_CERTIFICATION>certification
title</UNIQUE_CERTIFICATION>
</UNIQUE_CERTIFICATIONS>
<EMPLOYEE_BENEFITS>
<PROFIT_SHARING Profit_Sharing="From List"/>
<TRAINING Training="From List"/>
<SEMINARS Seminars="From List"/>
<LONG_TERM_DISABILITY Long_Term_Disability="From List"/>
<SHORT_TERM_DISABILITY Short_Term_Disability="From List"/>
<VACATION_PACKAGE>narrative</VACATION_PACKAGE>
<STANDARD_WORK_WEEK>
<NUMBER_OF_HOURS_PER_WEEK>digit
only</NUMBER_OF_HOURS_PER_WEEK>
<WORK_WEEK_NARRATIVE>narrative</WORK_WEEK_NARRATIVE>
</STANDARD_WORK_WEEK>
</EMPLOYEE_BENEFITS>

```

```

</EMPLOYEES>
<VALUES_MISSION_STATEMENT_URL>http://
</VALUES_MISSION_STATEMENT_URL>
<HONOR_AWARDS>
<HONOR_AWARD>
<HONOR_AWARD_TITLE>title</HONOR_AWARD_TITLE>
<HONOR_AWARD_URL>http://    </HONOR_AWARD_URL>
</HONOR_AWARD>
</HONOR_AWARDS>
<WHITE_PAPERS>
<WHITE_PAPER>
<WHITE_PAPER_TITLE>title</WHITE_PAPER_TITLE>
<WHITE_PAPER_URL>http://    </WHITE_PAPER_URL>
</WHITE_PAPER>
</WHITE_PAPERS>
<PRESS_RELEASES>
<PRESS_RELEASE>
<PRESS_RELEASE_TITLE>title</PRESS_RELEASE_TITLE>
<PRESS_RELEASE_URL>http://    </PRESS_RELEASE_URL>
</PRESS_RELEASE>
</PRESS_RELEASES>
<ANNUAL_REPORT_URL>http://    </ANNUAL_REPORT_URL>
<COMPANY_URL>http://    </COMPANY_URL>
<COMPANY_NARRATIVE>narrative</COMPANY_NARRATIVE>
</COMPANY_INFORMATION>
<ITSP_INFORMATION>
<ITSP_BPA HOLDER_COMPANIES>
<HOLDER_COMPANY>
<HOLDER_COMPANY_NAME>holder company
name</HOLDER_COMPANY_NAME>
<HOLDER_ITSP_URL>http://    </HOLDER_ITSP_URL>
</HOLDER_COMPANY>
</ITSP_BPA HOLDER_COMPANIES>
<MEMBER_ITSP_URL>http://    </MEMBER_ITSP_URL>
<ITSP_ORG_CHART_URL>http://    </ITSP_ORG_CHART_URL>
</ITSP_INFORMATION>
<ITSP_BPA HOLDER_ONLY>

```

```

<ITSP_TEAM_NARRATIVE>narative</ITSP_TEAM_NARRATIVE>
<ITSP_TEAM_ORG_CHART_URL>http://
</ITSP_TEAM_ORG_CHART_URL>
<TEAMING_PARTNERS>
<TEAMING_PARTNER>
<PARTNER_COMPANY_NAME>name</PARTNER_COMPANY_NAME>
<PARTNER_XML_CATALOG_URL>http://
</PARTNER_XML_CATALOG_URL>
</TEAMING_PARTNER>
</TEAMING_PARTNERS>
<HOLDER_CONTACT_INFORMATION>
<CONTACT>
<CONTACT_NAME>name</CONTACT_NAME>
<CONTACT_TITLE>title</CONTACT_TITLE>
<ADDRESS_1>address</ADDRESS_1>
<ADDRESS_2>address</ADDRESS_2>
<CITY>city</CITY>
<STATE>state</STATE>
<POSTAL_CODE>digits</POSTAL_CODE>
<COUNTRY>country</COUNTRY>
<PHONE>digits</PHONE>
<FAX>digits</FAX>
<EMAIL>email</EMAIL>
</CONTACT>
</HOLDER_CONTACT_INFORMATION>
</ITSP_BPA HOLDER_ONLY>
</COMPANY_MEMBER_QUALIFICATIONS>

```

### 3.4.5 PROGRAM\_EXPERIENCE\_ELEMENT

We are now going to insert the fifth set of Elements under the Root ELEMENT **<COMPANY\_MEMBER\_QUALIFICATIONS>**. This ELEMENT, PROGRAM\_EXPERIENCE, will contain the information for your companies relevant program experience. This ELEMENT will be inserted after the tag **</ITSP\_BPA HOLDER\_ONLY>** and before **</COMPANY\_MEMBER\_QUALIFICATIONS>**

Type or Insert:

```
<PROGRAM_EXPERIENCE>
```

The first ELEMENT we are going to insert under PROGRAM\_EXPERIENCE is PROGRAM. This ELEMENT has no data, but has 10 ELEMENTS contained within. This ELEMENT can occur any number of times.

PROGRAM has the ATTRIBUTE "Customer\_Type". To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<PROGRAM Customer_Type="From List"/>
```

The / at the end closes the tag without entering in any more data.

Replace the ? with one of the values below:

**government**

**commercial**

The first ELEMENT we are going to insert under PROGRAM is TITLE. This ELEMENT describes the title of a specific program. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry

Type or Insert:

```
<TITLE>program title</TITLE>
```

The second ELEMENT we are going to insert under PROGRAM is TECHNOLOGY\_AREAS. This ELEMENT has no data, but has 2 ELEMENTS contained within. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<TECHNOLOGY_AREAS>
```

The first ELEMENT we are going to insert under TECHNOLOGY\_AREAS is TECHNOLOGY\_AREA\_PREDEFINED. This ELEMENT describes the technology area of a specific program described above. This ELEMENT can occur any number of times including 0.

TECHNOLOGY\_AREA\_PREDEFINED has the ATTRIBUTE "Predefined\_Terms". To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<TECHNOLOGY_AREA_PREDEFINED Predefined_Terms="From List"/>
```

The / at the end closes the tag without entering in any more data.

Replace the ? with one of the values below:

**acquisition-engineering**  
**aeronautical-engineering**  
**algorithm-development**  
**analysis-and-wargaming**  
**business-process-management**  
**business-process-reengineering**  
**civil-engineering-and-architecture**  
**communications-engineering**  
**computer-resources-and-sw-engineering-support**  
**computer-and-physical-security**  
**configuration-and-data-management**  
**database-development**  
**development-planning-and-analysis**  
**domain-engineering**  
**education-and-training**  
**electromagnetic-compatibility**  
**engineering-data-management**

**environmental-engineering**  
**facility-acquisition-engineering**  
**facility-management**  
**financial-and-contract-management**  
**guidance-systems**  
**hardware-design-and-development**  
**human-factors-engineering**  
**independent-verification-and-validation**  
**information-engineering-and-logistic-support**  
**information-management**  
**information-systems**  
**integrated-logistics-support**  
**integration-engineering-and-support**  
**integration-logistics-support**  
**international-business-development**  
**logistics**  
**management-consulting**

**management-information-system**  
**manufacturing-engineering**  
**peer-review**  
**physical-security**  
**pricing-and-cost-analysis-and-estimating**  
**program-management**  
**program-and-project-management**  
**proposal-preparation**  
**prototyping**  
**quality-assurance-and-test-and**  
**evaluation**  
**reliability-and-maintainability-engineering**  
**research-and-development**  
**reverse-engineering**  
**simulation-and-modeling**  
**software-capabilities-evaluations**

**software-development**  
**software-engineering**  
**software-maintenance-and-modification**  
**software-quality-assurance-and-testing**  
**system-analysis**  
**system-engineering**  
**system-engineering-and-integration**  
**system-implementation**  
**system-operations-and-maintenance**  
**system-safety-engineering**  
**systems-design**  
**systems-integration**  
**technology-transfer**  
**test-and-evaluation**  
**training-development**  
**troubleshooting**

The second ELEMENT we are going to insert under TECHNOLOGY\_AREAS is TECHNOLOGY\_AREA\_FREEFORM. This ELEMENT describes the technology area of a specific program described above if the technology area is not listed in the predefined term in the above ELEMENT. This ELEMENT can occur any number of times including 0.

Type or Insert:

```
<TECHNOLOGY_AREA_FREEFORM>text</TECHNOLOGY_AREA_FREEFORM>
</TECHNOLOGY_AREAS>
```

The third ELEMENT we are going to insert under PROGRAM is CUSTOMER. This ELEMENT gives a specific customer name for this program. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<CUSTOMER>text</CUSTOMER>
```

The fourth ELEMENT we are going to insert under PROGRAM is PERIOD\_PERFORMANCE. This ELEMENT gives dates for this program. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<PERIOD_PERFORMANCE>text</PERIOD_PERFORMANCE>
```

The fifth ELEMENT we are going to insert under PROGRAM is PERIOD\_PERFORMANCE. This ELEMENT gives dates for this program. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<PERIOD_PERFORMANCE>text</PERIOD_PERFORMANCE>
```

The sixth ELEMENT we are going to insert under PROGRAM is VALUE. This ELEMENT gives a value for this program. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<VALUE>digit</VALUE>
```

The seventh ELEMENT we are going to insert under PROGRAM is KEY\_QUALIFYING\_FACTORS. This ELEMENT describes the key qualifying factors of this program. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<KEY_QUALIFYING_FACTORS>text</KEY_QUALIFYING_FACTORS>
```

The eighth ELEMENT we are going to insert under PROGRAM is NARRATIVE. This ELEMENT gives a narrative to describe this program. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<NARRATIVE>text</NARRATIVE>
```

The ninth ELEMENT we are going to insert under PROGRAM is CERTIFICATION. This ELEMENT has an ATTRIBUTE Value. This ELEMENT is optional, but can be inserted any number of times. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<CERTIFICATION Cert_Name="From List"/>
```

Replace the ? with one of the values below:

**sei-1**

**sei-2**

**sei-3**

**sei-4**

**sei-5**

**ISO9000**

**ISO9001**

**ISO9002**

**IO90003**

Whichever one(s) apply to your organization.

The tenth ELEMENT we are going to insert under PROGRAM is PROGRAM\_REFERENCE\_CONTACT. This ELEMENT has no data, but has 1 ELEMENT contained within. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<PROGRAM_REFERENCE_CONTACT>
```

The first ELEMENT we are going to insert under PROGRAM\_REFERENCE\_CONTACT is CONTACT. This ELEMENT has no data, but has 11 ELEMENTS contained within. This ELEMENT will describe this specific programs Contact Information. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<CONTACT>
```

The first ELEMENT under CONTACT is CONTACT\_NAME. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<CONTACT_NAME>contact person's name</CONTACT_NAME>
```

The second ELEMENT under CONTACT is CONTACT\_TITLE. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

`<CONTACT_TITLE>contact person's title</CONTACT_TITLE>`

The third ELEMENT under CONTACT is ADDRESS\_1. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

`<ADDRESS_1>contact person's address</ADDRESS_1>`

The fourth ELEMENT under CONTACT is ADDRESS\_2. This ELEMENT is optional. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

`<ADDRESS_2>contact person's suite or room number  
</ADDRESS_2>`

The fifth ELEMENT under CONTACT is CITY. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

`<CITY>contact person's city</CITY>`

The sixth ELEMENT under CONTACT is STATE. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

`<STATE>contact person's state</STATE>`

The seventh ELEMENT under CONTACT is POSTAL\_CODE. This ELEMENT is optional. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

`<POSTAL_CODE>contact person's postal code</POSTAL_CODE>`

The eighth ELEMENT under CONTACT is COUNTRY. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

`<COUNTRY>contact person's country</COUNTRY>`

The ninth ELEMENT under CONTACT is PHONE. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

`<PHONE>contact person's phone number digits only</PHONE>`

NOTE: Do not use dashes (-) in this field.

The tenth ELEMENT under CONTACT is FAX. This ELEMENT is optional. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

`<FAX>contact person's fax number digits only </FAX>`

NOTE: Do not use dashes (-) in this field.

The eleventh ELEMENT under CONTACT is EMAIL. This ELEMENT is optional. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

`<EMAIL>contact person's e-mail address</EMAIL>`



```

</CONTACT>
</PROGRAM_REFERENCE_CONTACT>
</PROGRAM>
</PROGRAM_EXPERIENCE>

```

This ends the PROGRAM\_EXPERIENCE information in your document. Your XML Text should look something like this.

```

<?xml version="1.0" encoding="UTF-8" standalone="no"?>
<!DOCTYPE COMPANY_MEMBER_QUALIFICATIONS SYSTEM
"http://www.herbb.hanscom.af.mil/tbbs/R10/DTDDoc.dtd" [

]>

<COMPANY_MEMBER_QUALIFICATIONS>
<CONTACT_XML>
<CONTACT_XML_NAME>Name</CONTACT_XML_NAME>
<CONTACT_XML_EMAIL>Email address</CONTACT_XML_EMAIL>
</CONTACT_XML>
<COMPANY_INFORMATION Socio_Economic_Factors="From List">
<COMPANY_NAME>Company Name</COMPANY_NAME>
<COMPANY_INCEPTION>Company Inception
Date</COMPANY_INCEPTION>
<ANNUAL_REVENUE Range="From List"/>
<NUM_GOVT_CONTRACT_PAST_5YRS>Whole Number
</NUM_GOVT_CONTRACT_PAST_5YRS>
<NUM_COM_CONTRACT_PAST_5YRS>Whole
Number</NUM_COM_CONTRACT_PAST_5YRS>
<COMPANY_GROWTH>
<AVERAGE_PAST_5_YRS>number</AVERAGE_PAST_5_YRS>
<GROWTH_NARRATIVE>narrative</GROWTH_NARRATIVE>
</COMPANY_GROWTH>
<CORE_COMPETENCIES>
<COMPETENCY>
<CORE_NAME_PREDEFINED Core_Predefined_Terms="From List"/>
<CORE_NAME_FREEFORM>Text, optional</CORE_NAME_FREEFORM>
<CORE_CERTIFICATION Cert_Name="From List, optional"/>
<CORE_NARRATIVE>Narrative</CORE_NARRATIVE>
</COMPETENCY>
</CORE_COMPETENCIES>

```

```

<EMPLOYEES>
<TOTAL_NUMBER Total_Number="From List"/>
<LABOR_TURNOVER_RATES>
<TURNOVER_AVERAGE_PAST_5_YRS>number</TURNOVER_AVERAGE_PAST_5_YRS>
<LABOR_TURNOVER_NARRATIVE>narrative</LABOR_TURNOVER_NARRATIVE>
</LABOR_TURNOVER_RATES>
<PERSONNEL_GROWTH>
<GROWTH_AVERAGE_PAST_5_YRS>Whole Number
</GROWTH_AVERAGE_PAST_5_YRS>
<PERSONNEL_GROWTH_NARRATIVE>narrative</PERSONNEL_GROWTH_NARRATIVE>
</PERSONNEL_GROWTH>
<EMPLOYEE_NARRATIVE>narrative</EMPLOYEE_NARRATIVE>
<UNIQUE_CERTIFICATIONS>
<UNIQUE_CERTIFICATION>certification
title</UNIQUE_CERTIFICATION>
</UNIQUE_CERTIFICATIONS>
<EMPLOYEE_BENEFITS>
<PROFIT_SHARING Profit_Sharing="From List"/>
<TRAINING Training="From List"/>
<SEMINARS Seminars="From List"/>
<LONG_TERM_DISABILITY Long_Term_Disability="From List"/>
<SHORT_TERM_DISABILITY Short_Term_Disability="From List"/>
<VACATION_PACKAGE>narrative</VACATION_PACKAGE>
<STANDARD_WORK_WEEK>
<NUMBER_OF_HOURS_PER_WEEK>digit
only</NUMBER_OF_HOURS_PER_WEEK>
<WORK_WEEK_NARRATIVE>narrative</WORK_WEEK_NARRATIVE>
</STANDARD_WORK_WEEK>
</EMPLOYEE_BENEFITS>
</EMPLOYEES>
<VALUES_MISSION_STATEMENT_URL>http://
</VALUES_MISSION_STATEMENT_URL>
<HONOR_AWARDS>
<HONOR_AWARD>
<HONOR_AWARD_TITLE>title</HONOR_AWARD_TITLE>

```

```

<HONOR_AWARD_URL>http://    </HONOR_AWARD_URL>
</HONOR_AWARD>
</HONOR_AWARDS>
<WHITE_PAPERS>
<WHITE_PAPER>
<WHITE_PAPER_TITLE>title</WHITE_PAPER_TITLE>
<WHITE_PAPER_URL>http://    </WHITE_PAPER_URL>
</WHITE_PAPER>
</WHITE_PAPERS>
<PRESS_RELEASES>
<PRESS_RELEASE>
<PRESS_RELEASE_TITLE>title</PRESS_RELEASE_TITLE>
<PRESS_RELEASE_URL>http://    </PRESS_RELEASE_URL>
</PRESS_RELEASE>
</PRESS_RELEASES>
<ANNUAL_REPORT_URL>http://    </ANNUAL_REPORT_URL>
<COMPANY_URL>http://    </COMPANY_URL>
<COMPANY_NARRATIVE>narrative</COMPANY_NARRATIVE>
</COMPANY_INFORMATION>
<ITSP_INFORMATION>
<ITSP_BPA HOLDER_COMPANIES>
<HOLDER_COMPANY>
<HOLDER_COMPANY_NAME>holder company
name</HOLDER_COMPANY_NAME>
<HOLDER_ITSP_URL>http://    </HOLDER_ITSP_URL>
</HOLDER_COMPANY>
</ITSP_BPA HOLDER_COMPANIES>
<MEMBER_ITSP_URL>http://    </MEMBER_ITSP_URL>
<ITSP_ORG_CHART_URL>http://    </ITSP_ORG_CHART_URL>
</ITSP_INFORMATION>
<ITSP_BPA HOLDER_ONLY>
<ITSP_TEAM_NARRATIVE>narative</ITSP_TEAM_NARRATIVE>
<ITSP_TEAM_ORG_CHART_URL>http://
</ITSP_TEAM_ORG_CHART_URL>
<TEAMING_PARTNERS>
<TEAMING_PARTNER>
<PARTNER_COMPANY_NAME>name</PARTNER_COMPANY_NAME>

```

```

<PARTNER_XML_CATALOG_URL>http://
</PARTNER_XML_CATALOG_URL>
</TEAMING_PARTNER>
</TEAMING_PARTNERS>
<HOLDER_CONTACT_INFORMATION>
<CONTACT>
<CONTACT_NAME>name</CONTACT_NAME>
<CONTACT_TITLE>title</CONTACT_TITLE>
<ADDRESS_1>address</ADDRESS_1>
<ADDRESS_2>address</ADDRESS_2>
<CITY>city</CITY>
<STATE>state</STATE>
<POSTAL_CODE>digits</POSTAL_CODE>
<COUNTRY>country</COUNTRY>
<PHONE>digits</PHONE>
<FAX>digits</FAX>
<EMAIL>email</EMAIL>
</CONTACT>
</HOLDER_CONTACT_INFORMATION>
</ITSP_BPA HOLDER_ONLY>
<PROGRAM_EXPERIENCE>
<PROGRAM Customer_Type="From List">
<TITLE>title</TITLE>
<TECHNOLOGY_AREAS>
<TECHNOLOGY_AREA_PREDEFINED Predefined_Terms="From List"/>
<TECHNOLOGY_AREA_FREEFORM>text</TECHNOLOGY_AREA_FREEFORM>
</TECHNOLOGY_AREAS>
<CUSTOMER>text</CUSTOMER>
<PERIOD_PERFORMANCE>dates</PERIOD_PERFORMANCE>
<VALUE>digits</VALUE>
<KEY_QUALIFYING_FACTORS>text</KEY_QUALIFYING_FACTORS>
<NARRATIVE>narrative</NARRATIVE>
<CERTIFICATION Cert_Name="From List"/>
<PROGRAM_REFERENCE_CONTACT>
<CONTACT>
<CONTACT_NAME>name</CONTACT_NAME>

```

```

<CONTACT_TITLE>title</CONTACT_TITLE>
<ADDRESS_1>address</ADDRESS_1>
<ADDRESS_2>address</ADDRESS_2>
<CITY>city</CITY>
<STATE>state</STATE>
<POSTAL_CODE>digits</POSTAL_CODE>
<COUNTRY>country</COUNTRY>
<PHONE>digits</PHONE>
<FAX>digits</FAX>
<EMAIL>email</EMAIL>
</CONTACT>
</PROGRAM_REFERENCE_CONTACT>
</PROGRAM>
</PROGRAM_EXPERIENCE>
</COMPANY_MEMBER_QUALIFICATIONS>

```

### 3.4.6 ITSP\_ORDERING\_INFORMATION ELEMENT

We are now going to insert the sixth set of Elements under the Root ELEMENT **<COMPANY\_MEMBER\_QUALIFICATIONS>**. This ELEMENT, **ITSP\_ORDERING\_INFORMATION**, will contain the information for your companies ITSP ordering information. This ELEMENT will be inserted after the tag **</PROGRAM\_EXPERIENCE>** and before **</COMPANY\_MEMBER\_QUALIFICATIONS>**

Type or Insert:

```
<ITSP_ORDERING_INFORMATION>
```

The first ELEMENT we are going to insert under **ITSP\_ORDERING\_INFORMATION** is **ITSP\_CONTACT**. This ELEMENT has no data, but has 1 ELEMENT contained within. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<ITSP_CONTACT>
```

The first ELEMENT we are going to insert under **ITSP\_CONTACT** is **CONTACT**. This ELEMENT has no data, but has 11 ELEMENTS contained within. This ELEMENT will describe you company's main ITSP contact persons information. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<CONTACT>
```

The first ELEMENT under **CONTACT** is **CONTACT\_NAME**. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<CONTACT_NAME>contact person's name</CONTACT_NAME>
```

The second ELEMENT under **CONTACT** is **CONTACT\_TITLE**. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<CONTACT_TITLE>contact person's title</CONTACT_TITLE>
```

The third ELEMENT under CONTACT is ADDRESS\_1. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<ADDRESS_1>contact person's address</ADDRESS_1>
```

The fourth ELEMENT under CONTACT is ADDRESS\_2. This ELEMENT is optional. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<ADDRESS_2>contact person's suite or room number</ADDRESS_2>
```

The fifth ELEMENT under CONTACT is CITY. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<CITY>contact person's city</CITY>
```

The sixth ELEMENT under CONTACT is STATE. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<STATE>contact person's state</STATE>
```

The seventh ELEMENT under CONTACT is POSTAL\_CODE. This ELEMENT is optional. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<POSTAL_CODE>contact person's postal (zip) code</POSTAL_CODE>
```

The eighth ELEMENT under CONTACT is COUNTRY. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<COUNTRY>contact person's country</COUNTRY>
```

The ninth ELEMENT under CONTACT is PHONE. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<PHONE>contact person's phone number digits only</PHONE>
```

NOTE: Do not enter dashes (-) in this field.

The tenth ELEMENT under CONTACT is FAX. This ELEMENT is optional. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<FAX>contact person's fax number digits only </FAX>
```

NOTE: Do not enter dashes (-) in this field.

The eleventh ELEMENT under CONTACT is EMAIL. This ELEMENT is optional. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<EMAIL>contact person's email address</EMAIL>
</CONTACT>
</ITSP_CONTACT>
```

The second ELEMENT we are going to insert under ITSP\_ORDERING\_INFORMATION is ITSP\_GSA\_SCHEDULE\_URL. This ELEMENT is the URL for your GSA schedule. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<ITSP_GSA_SCHEDULE_URL>http://      </ITSP_GSA_SCHEDULE_URL>
```

The third ELEMENT we are going to insert under ITSP\_ORDERING\_INFORMATION is GSA\_LABOR\_RATE\_DESCRIPTION\_URL. This ELEMENT is the URL for your GSA schedule rate description. This ELEMENT is optional. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<GSA_LABOR_RATE_DESCRIPTION_URL>http://
</GSA_LABOR_RATE_DESCRIPTION_URL>
```

The fourth ELEMENT we are going to insert under ITSP\_ORDERING\_INFORMATION is ORDERING\_INFO\_URL. This ELEMENT is the URL for your ITSP ordering information. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<ORDERING_INFO_URL>http://      </ORDERING_INFO_URL>
</ITSP_ORDERING_INFORMATION>
```

This ends the ITSP\_ORDERING\_INFORMATION information in your document. Your XML Text should look something like this.

```
<?xml version="1.0" encoding="UTF-8" standalone="no"?>
<!DOCTYPE COMPANY_MEMBER_QUALIFICATIONS_SYSTEM
"http://www.herbb.hanscom.af.mil/tbbs/R10/DTDDoc.dtd" [
]
>
```

```
<COMPANY_MEMBER_QUALIFICATIONS>
<CONTACT_XML>
<CONTACT_XML_NAME>Name</CONTACT_XML_NAME>
<CONTACT_XML_EMAIL>Email address</CONTACT_XML_EMAIL>
</CONTACT_XML>
<COMPANY_INFORMATION Socio_Economic_Factors="From List">
<COMPANY_NAME>Company Name</COMPANY_NAME>
<COMPANY_INCEPTION>Company Inception
Date</COMPANY_INCEPTION>
<ANNUAL_REVENUE Range="From List"/>
```

```

<NUM_GOVT_CONTRACT_PAST_5YRS>Whole Number
</NUM_GOVT_CONTRACT_PAST_5YRS>

<NUM_COM_CONTRACT_PAST_5YRS>Whole
Number</NUM_COM_CONTRACT_PAST_5YRS>

<COMPANY_GROWTH>
<AVERAGE_PAST_5_YRS>number</AVERAGE_PAST_5_YRS>
<GROWTH_NARRATIVE>narrative</GROWTH_NARRATIVE>
</COMPANY_GROWTH>
<CORE_COMPETENCIES>
<COMPETENCY>
<CORE_NAME_PREDEFINED Core_Predefined_Terms="From List"/>
<CORE_NAME_FREEFORM>Text, optional</CORE_NAME_FREEFORM>
<CORE_CERTIFICATION Cert_Name="From List, optional"/>
<CORE_NARRATIVE>Narrative</CORE_NARRATIVE>
</COMPETENCY>
</CORE_COMPETENCIES>
<EMPLOYEES>
<TOTAL_NUMBER Total_Number="From List"/>
<LABOR_TURNOVER_RATES>
<TURNOVER_AVERAGE_PAST_5_YRS>number</TURNOVER_AVERAGE_PAST_5
_YRS>
<LABOR_TURNOVER_NARRATIVE>narrative</LABOR_TURNOVER_NARRATIV
E>
</LABOR_TURNOVER_RATES>
<PERSONNEL_GROWTH>
<GROWTH_AVERAGE_PAST_5_YRS>Whole Number
</GROWTH_AVERAGE_PAST_5_YRS>
<PERSONNEL_GROWTH_NARRATIVE>narrative</PERSONNEL_GROWTH_NARR
ATIVE>
</PERSONNEL_GROWTH>
<EMPLOYEE_NARRATIVE>narrative</EMPLOYEE_NARRATIVE>
<UNIQUE_CERTIFICATIONS>
<UNIQUE_CERTIFICATION>certification
title</UNIQUE_CERTIFICATION>
</UNIQUE_CERTIFICATIONS>
<EMPLOYEE_BENEFITS>
<PROFIT_SHARING Profit_Sharing="From List"/>
<TRAINING Training="From List"/>

```



```

<SEMINARS Seminars="From List"/>
<LONG_TERM_DISABILITY Long_Term_Disability="From List"/>
<SHORT_TERM_DISABILITY Short_Term_Disability="From List"/>
<VACATION_PACKAGE>narrative</VACATION_PACKAGE>
<STANDARD_WORK_WEEK>
<NUMBER_OF_HOURS_PER_WEEK>digit
only</NUMBER_OF_HOURS_PER_WEEK>
<WORK_WEEK_NARRATIVE>narrative</WORK_WEEK_NARRATIVE>
</STANDARD_WORK_WEEK>
</EMPLOYEE_BENEFITS>
</EMPLOYEES>
<VALUES_MISSION_STATEMENT_URL>http://
</VALUES_MISSION_STATEMENT_URL>
<HONOR_AWARDS>
<HONOR_AWARD>
<HONOR_AWARD_TITLE>title</HONOR_AWARD_TITLE>
<HONOR_AWARD_URL>http://    </HONOR_AWARD_URL>
</HONOR_AWARD>
</HONOR_AWARDS>
<WHITE_PAPERS>
<WHITE_PAPER>
<WHITE_PAPER_TITLE>title</WHITE_PAPER_TITLE>
<WHITE_PAPER_URL>http://    </WHITE_PAPER_URL>
</WHITE_PAPER>
</WHITE_PAPERS>
<PRESS_RELEASES>
<PRESS_RELEASE>
<PRESS_RELEASE_TITLE>title</PRESS_RELEASE_TITLE>
<PRESS_RELEASE_URL>http://    </PRESS_RELEASE_URL>
</PRESS_RELEASE>
</PRESS_RELEASES>
<ANNUAL_REPORT_URL>http://    </ANNUAL_REPORT_URL>
<COMPANY_URL>http://    </COMPANY_URL>
<COMPANY_NARRATIVE>narrative</COMPANY_NARRATIVE>
</COMPANY_INFORMATION>
<ITSP_INFORMATION>
<ITSP_BPA HOLDER_COMPANIES>

```

```

<HOLDER_COMPANY>
<HOLDER_COMPANY_NAME>holder company
name</HOLDER_COMPANY_NAME>
<HOLDER_ITSP_URL>http://    </HOLDER_ITSP_URL>
</HOLDER_COMPANY>
</ITSP_BPA HOLDER_COMPANIES>
<MEMBER_ITSP_URL>http://    </MEMBER_ITSP_URL>
<ITSP_ORG_CHART_URL>http://    </ITSP_ORG_CHART_URL>
</ITSP_INFORMATION>
<ITSP_BPA HOLDER_ONLY>
<ITSP_TEAM_NARRATIVE>narative</ITSP_TEAM_NARRATIVE>
<ITSP_TEAM_ORG_CHART_URL>http://
</ITSP_TEAM_ORG_CHART_URL>
<TEAMING_PARTNERS>
<TEAMING_PARTNER>
<PARTNER_COMPANY_NAME>name</PARTNER_COMPANY_NAME>
<PARTNER_XML_CATALOG_URL>http://
</PARTNER_XML_CATALOG_URL>
</TEAMING_PARTNER>
</TEAMING_PARTNERS>
<HOLDER_CONTACT_INFORMATION>
<CONTACT>
<CONTACT_NAME>name</CONTACT_NAME>
<CONTACT_TITLE>title</CONTACT_TITLE>
<ADDRESS_1>address</ADDRESS_1>
<ADDRESS_2>address</ADDRESS_2>
<CITY>city</CITY>
<STATE>state</STATE>
<POSTAL_CODE>digits</POSTAL_CODE>
<COUNTRY>country</COUNTRY>
<PHONE>digits</PHONE>
<FAX>digits</FAX>
<EMAIL>email</EMAIL>
</CONTACT>
</HOLDER_CONTACT_INFORMATION>
</ITSP_BPA HOLDER_ONLY>
<PROGRAM_EXPERIENCE>

```

```

<PROGRAM Customer_Type="From List">
<TITLE>title</TITLE>
<TECHNOLOGY_AREAS>
<TECHNOLOGY_AREA_PREDEFINED Predefined_Terms="From List"/>
<TECHNOLOGY_AREA_FREEFORM>text</TECHNOLOGY_AREA_FREEFORM>
</TECHNOLOGY_AREAS>
<CUSTOMER>text</CUSTOMER>
<PERIOD_PERFORMANCE>dates</PERIOD_PERFORMANCE>
<VALUE>digits</VALUE>
<KEY_QUALIFYING_FACTORS>text</KEY_QUALIFYING_FACTORS>
<NARRATIVE>narrative</NARRATIVE>
<CERTIFICATION Cert_Name="From List"/>
<PROGRAM_REFERENCE_CONTACT>
<CONTACT>
<CONTACT_NAME>name</CONTACT_NAME>
<CONTACT_TITLE>title</CONTACT_TITLE>
<ADDRESS_1>address</ADDRESS_1>
<ADDRESS_2>address</ADDRESS_2>
<CITY>city</CITY>
<STATE>state</STATE>
<POSTAL_CODE>digits</POSTAL_CODE>
<COUNTRY>country</COUNTRY>
<PHONE>digits</PHONE>
<FAX>digits</FAX>
<EMAIL>email</EMAIL>
</CONTACT>
</PROGRAM_REFERENCE_CONTACT>
</PROGRAM>
</PROGRAM_EXPERIENCE>
<ITSP_ORDERING_INFORMATION>
<ITSP_CONTACT>
<CONTACT>
<CONTACT_NAME>name</CONTACT_NAME>
<CONTACT_TITLE>title</CONTACT_TITLE>
<ADDRESS_1>address</ADDRESS_1>
<ADDRESS_2>address</ADDRESS_2>

```

```

<CITY>city</CITY>
<STATE>state</STATE>
<POSTAL_CODE>digits</POSTAL_CODE>
<COUNTRY>country</COUNTRY>
<PHONE>digits</PHONE>
<FAX>digits</FAX>
<EMAIL>email</EMAIL>
</CONTACT>
</ITSP_CONTACT>
<ITSP_GSA_SCHEDULE_URL>http://      </ITSP_GSA_SCHEDULE_URL>
<GSA_LABOR_RATE_DESCRIPTION_URL>http://
</GSA_LABOR_RATE_DESCRIPTION_URL>
<ORDERING_INFO_URL>http://      </ORDERING_INFO_URL>
</ITSP_ORDERING_INFORMATION>
</COMPANY_MEMBER_QUALIFICATIONS>

```

### 3.4.7 ITSP\_GSA\_LABOR\_DESCRIPTIONS ELEMENT

We are now going to insert the seventh set of Elements under the Root ELEMENT **<COMPANY\_MEMBER\_QUALIFICATIONS>**. This ELEMENT, **ITSP\_GSA\_LABOR\_DESCRIPTIONS**, will contain the information for your companies ITSP GSA Labor Descriptions. This ELEMENT will be inserted after the tag **</ITSP\_ORDERING\_INFORMATION>** and before **</COMPANY\_MEMBER\_QUALIFICATIONS>**. If you have any questions about what information is required within the tags, please refer to Appendix C: DTD Specification Guide.

Type or Insert:

```
<ITSP_GSA_LABOR_DESCRIPTIONS>
```

The first ELEMENT we are going to insert under **ITSP\_GSA\_LABOR\_DESCRIPTIONS** is **LMT\_ITSP\_GSA\_LABOR\_CATEGORIES**. This ELEMENT has no data, but has 5 ELEMENTS contained within. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<LMT_ITSP_GSA_LABOR_CATEGORIES>
```

The first ELEMENT we are going to insert under **LMT\_ITSP\_GSA\_LABOR\_CATEGORIES** is **TITLE**. This ELEMENT will describe one of your company's GSA Labor Category title (i.e. Software Engineer). To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<TITLE>GSA Labor Category Title</TITLE>
```

The second ELEMENT under **LMT\_ITSP\_GSA\_LABOR\_CATEGORIES** is **EXPERIENCE**. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<EXPERIENCE>GSA Category Experience</EXPERIENCE>
```

The third ELEMENT under LMT\_ITSP\_GSA\_LABOR\_CATEGORIES is EDUCATION. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<EDUCATION>GSA Labor Category Education</EDUCATION>
```

The fourth ELEMENT under LMT\_ITSP\_GSA\_LABOR\_CATEGORIES is JOB\_FUNCTION. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<JOB_FUNCTION>GSA Labor Category Job Function</JOB_FUNCTION>
```

The fifth ELEMENT under LMT\_ITSP\_GSA\_LABOR\_CATEGORIES is LMT\_ITSP\_GSA\_LABOR\_RATES. This ELEMENT has no data, but has 3 ELEMENTS contained within. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry: This series of ELEMENTS can be reentered one or more times depending on the number of GSA rates your company has for each Labor Title. Please refer to Appendix C: DTD Specification Guide if you have any questions.

Type or Insert:

```
<LMT_ITSP_GSA_LABOR_RATES>
```

The first ELEMENT under LMT\_ITSP\_GSA\_LABOR\_RATES is RATE. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<RATE>Labor Title Rate</RATE>
```

The second ELEMENT under LMT\_ITSP\_GSA\_LABOR\_RATES is RATE\_EFFECTIVE\_DATES. This ELEMENT has no data, but has 2 ELEMENTS contained within. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<RATE_EFFECTIVE_DATES>
```

The first ELEMENT under RATE\_EFFECTIVE\_DATES is START\_DATE. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<START_DATE>Labor Rate Start Date</START_DATE>
```

The second ELEMENT under RATE\_EFFECTIVE\_DATES is END\_DATE. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry:

Type or Insert:

```
<END_DATE>Labor Rate End Date</END_DATE>
```

```
</RATE_EFFECTIVE_DATES>
```

The third ELEMENT under LMT\_ITSP\_GSA\_LABOR\_RATES is LOCATION. The ELEMENT LOCATION has an ATTRIBUTE Value. An ATTRIBUTE is associated with an ELEMENT and has defined values. The ATTRIBUTE for the ELEMENT contains the information for the *Location* of the rate for the GSA Rate specified above. The values for the ATTRIBUTE *Location* are either contractor, client, oconus, all. To enter this information please refer to your XML editor's manual or follow the steps below for manual entry

Type or Insert:

```
<LOCATION Location="From List"/>
```

```
</LMT_ITSP_GSA_LABOR_RATES>
```

Replace the ? with either **contractor**, **client**, **oconus**, **all**, whichever is applicable to your company. Please remember that XML is CASE SENSITIVE. The "/" at the end closes the tag without entering in any more data.

If you have more LMT\_ITSP\_GSA\_LABOR\_RATES, now they can be entered, if not, close the ELEMENT LMT\_ITSP\_GSA\_LABOR\_CATEGORIES.

Type or Insert:

```
</LMT_ITSP_GSA_LABOR_CATEGORIES>
```

If you have more LMT\_ITSP\_GSA\_LABOR\_CATEGORIES, you can enter them here, if not, close the final ELEMENT in this XML Document.

Type or Insert:

```
</ITSP_GSA_LABOR_DESCRIPTIONS>
```

This ends the ITSP\_GSA\_LABOR\_DESCRIPTIONS information in your document. Your XML Text should look something like this.

```
<?xml version="1.0" encoding="UTF-8" standalone="no"?>
<!DOCTYPE COMPANY_MEMBER_QUALIFICATIONS SYSTEM
"http://www.herbb.hanscom.af.mil/tbbs/R10/DTDDoc.dtd" [

]>
```

```
<COMPANY_MEMBER_QUALIFICATIONS>
<CONTACT_XML>
<CONTACT_XML_NAME>Name</CONTACT_XML_NAME>
<CONTACT_XML_EMAIL>Email address</CONTACT_XML_EMAIL>
</CONTACT_XML>
<COMPANY_INFORMATION Socio_Economic_Factors="From List">
<COMPANY_NAME>Company Name</COMPANY_NAME>
<COMPANY_INCEPTION>Company Inception
Date</COMPANY_INCEPTION>
<ANNUAL_REVENUE Range="From List"/>
<NUM_GOVT_CONTRACT_PAST_5YRS>Whole Number
</NUM_GOVT_CONTRACT_PAST_5YRS>
<NUM_COM_CONTRACT_PAST_5YRS>Whole
Number</NUM_COM_CONTRACT_PAST_5YRS>
<COMPANY_GROWTH>
<AVERAGE_PAST_5_YRS>number</AVERAGE_PAST_5_YRS>
<GROWTH_NARRATIVE>narrative</GROWTH_NARRATIVE>
</COMPANY_GROWTH>
<CORE_COMPETENCIES>
<COMPETENCY>
<CORE_NAME_PREDEFINED Core_Predefined_Terms="From List"/>
```

```

<CORE_NAME_FREEFORM>Text, optional</CORE_NAME_FREEFORM>
<CORE_CERTIFICATION Cert_Name="From List, optional"/>
<CORE_NARRATIVE>Narrative</CORE_NARRATIVE>
</COMPETENCY>
</CORE_COMPETENCIES>
<EMPLOYEES>
<TOTAL_NUMBER Total_Number="From List"/>
<LABOR_TURNOVER_RATES>
<TURNOVER_AVERAGE_PAST_5_YRS>number</TURNOVER_AVERAGE_PAST_5_YRS>
<LABOR_TURNOVER_NARRATIVE>narrative</LABOR_TURNOVER_NARRATIVE>
</LABOR_TURNOVER_RATES>
<PERSONNEL_GROWTH>
<GROWTH_AVERAGE_PAST_5_YRS>Whole Number
</GROWTH_AVERAGE_PAST_5_YRS>
<PERSONNEL_GROWTH_NARRATIVE>narrative</PERSONNEL_GROWTH_NARRATIVE>
</PERSONNEL_GROWTH>
<EMPLOYEE_NARRATIVE>narrative</EMPLOYEE_NARRATIVE>
<UNIQUE_CERTIFICATIONS>
<UNIQUE_CERTIFICATION>certification
title</UNIQUE_CERTIFICATION>
</UNIQUE_CERTIFICATIONS>
<EMPLOYEE_BENEFITS>
<PROFIT_SHARING Profit_Sharing="From List"/>
<TRAINING Training="From List"/>
<SEMINARS Seminars="From List"/>
<LONG_TERM_DISABILITY Long_Term_Disability="From List"/>
<SHORT_TERM_DISABILITY Short_Term_Disability="From List"/>
<VACATION_PACKAGE>narrative</VACATION_PACKAGE>
<STANDARD_WORK_WEEK>
<NUMBER_OF_HOURS_PER_WEEK>digit
only</NUMBER_OF_HOURS_PER_WEEK>
<WORK_WEEK_NARRATIVE>narrative</WORK_WEEK_NARRATIVE>
</STANDARD_WORK_WEEK>
</EMPLOYEE_BENEFITS>
</EMPLOYEES>

```

```

<VALUES_MISSION_STATEMENT_URL>http://
</VALUES_MISSION_STATEMENT_URL>
<HONOR_AWARDS>
<HONOR_AWARD>
<HONOR_AWARD_TITLE>title</HONOR_AWARD_TITLE>
<HONOR_AWARD_URL>http://    </HONOR_AWARD_URL>
</HONOR_AWARD>
</HONOR_AWARDS>
<WHITE_PAPERS>
<WHITE_PAPER>
<WHITE_PAPER_TITLE>title</WHITE_PAPER_TITLE>
<WHITE_PAPER_URL>http://    </WHITE_PAPER_URL>
</WHITE_PAPER>
</WHITE_PAPERS>
<PRESS_RELEASES>
<PRESS_RELEASE>
<PRESS_RELEASE_TITLE>title</PRESS_RELEASE_TITLE>
<PRESS_RELEASE_URL>http://    </PRESS_RELEASE_URL>
</PRESS_RELEASE>
</PRESS_RELEASES>
<ANNUAL_REPORT_URL>http://    </ANNUAL_REPORT_URL>
<COMPANY_URL>http://    </COMPANY_URL>
<COMPANY_NARRATIVE>narrative</COMPANY_NARRATIVE>
</COMPANY_INFORMATION>
<ITSP_INFORMATION>
<ITSP_BPA HOLDER_COMPANIES>
<HOLDER_COMPANY>
<HOLDER_COMPANY_NAME>holder company
name</HOLDER_COMPANY_NAME>
<HOLDER_ITSP_URL>http://    </HOLDER_ITSP_URL>
</HOLDER_COMPANY>
</ITSP_BPA HOLDER_COMPANIES>
<MEMBER_ITSP_URL>http://    </MEMBER_ITSP_URL>
<ITSP_ORG_CHART_URL>http://    </ITSP_ORG_CHART_URL>
</ITSP_INFORMATION>
<ITSP_BPA HOLDER_ONLY>
<ITSP_TEAM_NARRATIVE>narative</ITSP_TEAM_NARRATIVE>

```



```

<ITSP_TEAM_ORG_CHART_URL>http://
</ITSP_TEAM_ORG_CHART_URL>

<TEAMING_PARTNERS>
<TEAMING_PARTNER>
<PARTNER_COMPANY_NAME>name</PARTNER_COMPANY_NAME>
<PARTNER_XML_CATALOG_URL>http://
</PARTNER_XML_CATALOG_URL>
</TEAMING_PARTNER>
</TEAMING_PARTNERS>

<HOLDER_CONTACT_INFORMATION>
<CONTACT>
<CONTACT_NAME>name</CONTACT_NAME>
<CONTACT_TITLE>title</CONTACT_TITLE>
<ADDRESS_1>address</ADDRESS_1>
<ADDRESS_2>address</ADDRESS_2>
<CITY>city</CITY>
<STATE>state</STATE>
<POSTAL_CODE>digits</POSTAL_CODE>
<COUNTRY>country</COUNTRY>
<PHONE>digits</PHONE>
<FAX>digits</FAX>
<EMAIL>email</EMAIL>
</CONTACT>
</HOLDER_CONTACT_INFORMATION>
</ITSP_BPA HOLDER_ONLY>

<PROGRAM_EXPERIENCE>
<PROGRAM Customer_Type="From List">
<TITLE>title</TITLE>
<TECHNOLOGY_AREAS>
<TECHNOLOGY_AREA_PREDEFINED Predefined_Terms="From List"/>
<TECHNOLOGY_AREA_FREEFORM>text</TECHNOLOGY_AREA_FREEFORM>
</TECHNOLOGY_AREAS>
<CUSTOMER>text</CUSTOMER>
<PERIOD_PERFORMANCE>dates</PERIOD_PERFORMANCE>
<VALUE>digits</VALUE>
<KEY_QUALIFYING_FACTORS>text</KEY_QUALIFYING_FACTORS>
<NARRATIVE>narrative</NARRATIVE>

```

```

<CERTIFICATION Cert_Name="From List"/>
<PROGRAM_REFERENCE_CONTACT>
<CONTACT>
<CONTACT_NAME>name</CONTACT_NAME>
<CONTACT_TITLE>title</CONTACT_TITLE>
<ADDRESS_1>address</ADDRESS_1>
<ADDRESS_2>address</ADDRESS_2>
<CITY>city</CITY>
<STATE>state</STATE>
<POSTAL_CODE>digits</POSTAL_CODE>
<COUNTRY>country</COUNTRY>
<PHONE>digits</PHONE>
<FAX>digits</FAX>
<EMAIL>email</EMAIL>
</CONTACT>
</PROGRAM_REFERENCE_CONTACT>
</PROGRAM>
</PROGRAM_EXPERIENCE>
<ITSP_ORDERING_INFORMATION>
<ITSP_CONTACT>
<CONTACT>
<CONTACT_NAME>name</CONTACT_NAME>
<CONTACT_TITLE>title</CONTACT_TITLE>
<ADDRESS_1>address</ADDRESS_1>
<ADDRESS_2>address</ADDRESS_2>
<CITY>city</CITY>
<STATE>state</STATE>
<POSTAL_CODE>digits</POSTAL_CODE>
<COUNTRY>country</COUNTRY>
<PHONE>digits</PHONE>
<FAX>digits</FAX>
<EMAIL>email</EMAIL>
</CONTACT>
</ITSP_CONTACT>
<ITSP_GSA_SCHEDULE_URL>http://      </ITSP_GSA_SCHEDULE_URL>

```

```

<GSA_LABOR_RATE_DESCRIPTION_URL>http://
</GSA_LABOR_RATE_DESCRIPTION_URL>
<ORDERING_INFO_URL>http://    </ORDERING_INFO_URL>
</ITSP_ORDERING_INFORMATION>
<ITSP_GSA_LABOR_DESCRIPTIONS>
<LMT_ITSP_GSA_LABOR_CATEGORIES>
<TITLE>GSA Labor Category Title</TITLE>
<EXPERIENCE>GSA Category Experience</EXPERIENCE>
<EDUCATION>GSA Labor Category Education</EDUCATION>
<JOB_FUNCTION>GSA Labor Category Job Function</JOB_FUNCTION>
<LMT_ITSP_GSA_LABOR_RATES>
<RATE>Labor Title Rate</RATE>
<RATE_EFFECTIVE_DATES>
<START_DATE>Labor Rate Start Date</START_DATE>
<END_DATE>Labor Rate End Date</END_DATE>
</RATE_EFFECTIVE_DATES>
<LOCATION Location="From List"/>
</LMT_ITSP_GSA_LABOR_RATES>
</LMT_ITSP_GSA_LABOR_CATEGORIES>
</ITSP_GSA_LABOR_DESCRIPTIONS>
</COMPANY_MEMBER_QUALIFICATIONS>

```

You have completed your XML document!!

## **4 Posting Your XML Document**

### **4.1 *Placing your document on the Web***

For the ITSP program, you must give your XML document a name, place that document on the web, and then notify the ITSP manager of the fully qualified Universal Resource Locator (URL) address for your XML document .

As an example, if you named your document "myXMLdocument.xml" then the fully qualified URL may be

*`http://www.abcinc.com/itsp/myXMLdocument.xml`*

An example of a non-fully qualified URL would be:

*`http://www.abcinc.com/itsp`*

### **4.2 *Wrapup***

Now that you have learned how effective and efficient presentation of your company and any of its teaming partners' unique attributes and qualifications in an XML document can be, you should implement fluid and dynamic methods to your ITSP catalogs as your company's new and unique qualifications and skills are realized.

It is incumbent upon all ITSP members to ensure that their data is accurate and current in their ITSP XML document. With this tool, all ITSP members are given the ability to represent their company's best qualifications for consideration, but only to the extent that the company puts forth the effort to seamlessly and completely create their individual catalog.

## 5 Error Reports and Who to Contact

### 5.1 Errors in the document

After you have created your XML document and posted it to your company Web site, it may have errors. When the XDE runs nightly to parse your XML Document, it will determine if there are formatting or syntactical errors in the document, and send you an email telling you so. The email will have a header telling you that you have errors. It will look similar to this example:

*ITSP contractor,*

*The following errors were encountered in the XML document,*

*[XML Format Error] paitsp.xml:84:41: Invalid character, ' ', in reference.*

*[XML Format Error] paitsp.xml:99:42: Invalid character, ' ', in reference.*

*[Data Format Error] COMPANY\_INCEPTION must be a number. "January, 1980" cannot be converted to a number.*

*[Data Format Error] COUNTRY must be non-null.*

If you have errors, they will fall into the following categories:

**XML Format error**

**DTD Validation error**

**Data Format error**

**Database Constraint error**

**Data Format Warning**

The syntax in your document is incorrect.

The document does not correspond to the DTD.

The document did not follow the DTD Specifications Guide (see DTD Specifications Guide in Appendix C).

You entered an invalid ITSP company name.

This message tells you that a field you entered was too long for the database, so part of the data is truncated in the database. An example of a field where this could occur is in a narrative, such as the Growth Narrative or the Company Narrative.

If you have questions about these errors, contact your ESC Point of Contact.

## **APPENDIX A: Available XML Editors**

### **EPIC Editor (<http://www.arbortext.com>)**

"ADEPT Editor provides the most robust SGML and XML capabilities for creating, maintaining, and accessing your information. Working on a Windows -based PC, OS/2- or UNIX-based workstation, ADEPT\*Editor allows you to create an information base from which you can output printed documents, on-line interactive documents, CD-ROMs, and pages for use on the Internet."

### **XML Notepad (<http://www.microsoft.com/xml/notepad/intro.asp>)**

According to Microsoft, "XML Notepad is a simple prototyping application for HTML authors and developers that enables the rapid building and editing of small sets of XML-based data. With XML Notepad, developers can quickly create XML prototypes in an iterative fashion, using familiar metaphors.

XML Notepad offers an intuitive and simple user interface that graphically represents the tree structure of XML data. Working with the standard building blocks of XML supported in Microsoft Internet Explorer 4.0, authors are able to create reproducible data structures that can be easily filled, allowing greater emphasis to be placed on application development instead of manual data structuring."

### **XmetaL (<http://www.softquad.com>)**

"XMetaL provides authors with a familiar word processing-like environment and a rich array of powerful authoring aids, including multiple document views and context-sensitive property inspectors....

XMetaL's extensive customization capabilities maximize author productivity by enabling the delivery of content specific interfaces. For delivering customization and integration services, XmetaL supports industry standard interfaces including COM, DOM, JavaScript and VBScript.

XMetaL creates documents that conform to arbitrary XML and SGML DTDs (both ASCII and compiled). XMetaL conforms to numerous standards including SGML, XML, CALS tables, DOM, CSS and HTML."

### **XML PRO (<http://www.vervet.com>)**

XML Pro uses a Windows Explorer-like tree view approach to XML editing. Features: "an easy, intuitive graphic user interface; a unique document tree outline view to preserve document structure; XML validation support with Document Type Definition (DTD) integration; Element Wizard for easy element creation and management; Attribute Wizard for easy attribute creation and management; support for entities, CDATA and XML Comments; XML code preview and printing support".

### **XML Spy (<http://www.xmlspy.com> )**

XML Spy is a shareware editor for XML, XSL, 3DML, and DTD documents on the Windows 95/98/NT/2000 platform. It has a tree and enhanced grid view, offers drag & drop, unlimited undo and detailed find/replace functions. It is a non-validating editor and is suitable for low-level viewing and editing of all well-formed XML files.

### **XED (<http://www.ltg.ed.ac.uk/%7Eht/xed.html> )**

XED is beta software based on Python and Tk "for trial evaluation and individual use". Does not do formal validation but does track document structure. Supports multiple level undo. Optimized for keyboard input. XED is based on the LTG's <http://www.ltg.ed.ac.uk/software/xml/LT> XML toolkit, and uses Python and Tk to provide an efficient and portable user interface.

### **Woodstock "Markup" (<http://www.vtopia.com/products/markup/index.html>)**

"A full-fledged XML processor that supports both processing and generation of XML code, woodstock "MARKUP" simplifies the construction of applications that can understand information in XML format."

### **WebWriter (<http://www.stilo.com/webwriter.htm> )**

Features include: "graphic DTD view; context-sensitive Editing within the DTD (imported or dynamically created); Conformance assurance (the document is always valid XML); multiple-file document construction; simple keystroke navigation and element selection".

## APPENDIX B: DTD Specification Guide

Name	Type	Comment	Type	Allowable Values	Default
ADDRESS_1	Element	<b>DESCRIPTION:</b> Contact person's street address. <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 75 characters <b>HIERARCHY:</b> This ELEMENT is third under CONTACT.	PCDATA		
ADDRESS_2	Element	<b>DESCRIPTION:</b> Contact person's street address. <b>OCCURANCE:</b> This ELEMENT is optional <b>CHARACTERS:</b> Maximum of 75 characters <b>HIERARCHY:</b> This ELEMENT is fourth under CONTACT	PCDATA		
ANNUAL_REPORT_URL	Element	<b>DESCRIPTION:</b> URL for the location of your company's annual report <b>OCCURANCE:</b> This ELEMENT is optional <b>CHARACTERS:</b> Maximum of 255 characters <b>HIERARCHY:</b> This ELEMENT is the thirteenth under COMPANY_INFORMATION	PCDATA		
ANNUAL_REVENUE	Element	<b>DESCRIPTION:</b> The range of your company's last years annual Revenue. Attached ATTRIBUTE "Range". <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> None, ATTRIBUTE LIST <b>HIERARCHY:</b> This ELEMENT is 3rd under the ELEMENT COMPANY_INFORMATION	EMPTY		
Range	Attribute	<b>DESCRIPTION:</b> The range for the ELEMENT ANNUAL_REVENUE. If your annual revenue falls on a number that is in both ranges, roundup. <b>OCCURANCE:</b> This ATTRIBUTE must occur one (1) time <b>CHARACTERS:</b> This ATTRIBUTE has a fixed number of characters <b>HIERARCHY:</b> This ATTRIBUTE is contained within the ELEMENT ANNUAL_REVENUE <b>EXAMPLE:</b> Your company's annual revenue was 1 million last year. Round upward to the "Range" 1-5million.	List	less-than-0 0-500K 500K-1million 1-5million 5-10million 10-20million 20-40million 40-80million above-80million	REQUIRED
AVERAGE_PAST_5_YRS	Element	<b>DESCRIPTION:</b> The average percentage COMPANY_GROWTH your company has achieved in the past 5 years <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 8 digits. Can be a decimal number. <b>HIERARCHY:</b> This ELEMENT is the first under the ELEMENT COMPANY_GROWTH.	PCDATA  Decimal Number		

Name	Type	Comment	Type	Allowable Values	Default
CERTIFICATION	Element	<b>DESCRIPTION:</b> The Certification type under which your company performed for this specific program or contract <b>OCCURANCE:</b> This ELEMENT is optional <b>CHARACTERS:</b> None, ATTRIBUTE LIST <b>HIERARCHY:</b> This ELEMENT is the eighth under PROGRAM. This ELEMENT contains the ATTRIBUTE Cert_Name	EMPTY		
Cert_Name	Attribute	<b>DESCRIPTION:</b> Describes the certification for this specific program or contract. <b>OCCURANCE:</b> This ATTRIBUTE is optional <b>CHARACTERS:</b> This ATTRIBUTE has a fixed number of characters. <b>HIERARCHY:</b> This Attribute is contained within the ELEMENT CERTIFICATION	List	SEI_1 SEI_2 SEI_3 SEI_4 SEI_5 ISO9000 ISO9001 ISO9002 ISO9003	REQUIRED
CITY	Element	<b>DESCRIPTION:</b> Contact person's city name. <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 75 characters <b>HIERARCHY:</b> This ELEMENT is fifth under CONTACT	PCDATA		
COMPANY_GROWTH	Element	<b>DESCRIPTION:</b> The percentage dollar growth your company has achieved in the past 5 years <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ELEMENT is the sixth under the ELEMENT COMPANY_INFORMATION. This ELEMENT contains the ELEMENTS; AVERAGE_PAST_5_YRS and GROWTH_NARRATIVE			
COMPANY_INCEPTION	Element	<b>DESCRIPTION:</b> The year in which your company was founded <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> This ELEMENT has exactly four (4) digits <b>HIERARCHY:</b> This ELEMENT is the second under COMPANY_INFORMATION <b>EXAMPLE:</b> 1980	PCDATA  Year Format YYYY		



Name	Type	Comment	Type	Allowable Values	Default
COMPANY_INFORMATION	Element	<b>DESCRIPTION:</b> This ELEMENT and the ELEMENTS under describe your company information <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> None, ATTRIBUTE LIST <b>HIERARCHY:</b> This ELEMENT is the Second under the ROOT ELEMENT. It contains the ELEMENTS; COMPANY_NAME, COMPANY_INCEPTION, ANNUAL_REVENUE, NUM_GOVT_CONTRACT_PAST_5YRS, NUM_COM_CONTRACT_PAST_5_RS, COMPANY_GROWTH, CORE_COMPETENCIES, EMPLOYEES, VALUES_MISSION_STATEMENT_URL, HONOR_AWARDS, WHITE_PAPERS, PRESS_RELEASES, ANNUAL_REPORT_URL, COMPANY_URL, and COMPANY_NARRATIVE			
Socio_Economic_Factors	Attribute	<b>DESCRIPTION:</b> Contains the Socio-Economic factors of your company. <b>OCCURANCE:</b> This ATTRIBUTE must occur one (1) time. <b>CHARACTERS:</b> None. <b>HIERARCHY:</b> This ATTRIBUTE is contained within the ELEMENT COMPANY_INFORMATION.	List	Small smalldisadvantagedwomanowned large, womanownedsmalldisadvantaged	REQUIRED
COMPANY_MEMBER_QUALIFICATIONS	Element (Root)	<b>DESCRIPTION:</b> This is the ROOT ELEMENT for this XML Document. <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ROOT ELEMENT contains the ELEMENTS; CONTACT_XML, COMPANY_INFORMATION, ITSP_INFORMATION, ITSP_BPA HOLDER_ONLY, PROGRAM_EXPERIENCE, and ITSP_ORDERING_INFORMATION			
COMPANY_NAME	Element	<b>DESCRIPTION:</b> Your company's name <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 125 characters <b>HIERARCHY:</b> This Element is the first ELEMENT under COMPANY_INFORMATION	PCDATA		
COMPANY_NARRATIVE	Element	<b>DESCRIPTION:</b> General description about your Company. <b>OCCURANCE:</b> This ELEMENT is optional <b>CHARACTERS:</b> Maximum of 2000 characters <b>HIERARCHY:</b> This ELEMENT is the fifteenth under COMPANY_INFORMATION	PCDATA		

Name	Type	Comment	Type	Allowable Values	Default
COMPANY_URL	Element	<b>DESCRIPTION:</b> The URL location of your company's web page <b>OCCURANCE:</b> This ELEMENT is optional <b>CHARACTERS:</b> Maximum of 255 characters <b>HIERARCHY:</b> This ELEMENT is the fourteenth under COMPANY_INFORMATION	PCDATA		
COMPETENCY	Element	<b>DESCRIPTION:</b> Information for the core competencies or business areas of your company <b>OCCURANCE:</b> This Element must occur one (1) time, then may occur any number of time after <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This is the first ELEMENT under CORE_COMPETENCIES. ELEMENTS; CORE_NAME_PREDEFINED, CORE_NAME_FREEFORM, CORE_CERTIFICATION, AND CORE_NARRATIVE			
CONTACT	Element	<b>DESCRIPTION:</b> Contact information for your company <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ELEMENT is the first under HOLDER_CONTACT_INFORMATION, PROGRAM_REFERENCE_CONTACT and ITSP_CONTACT. This ELEMENT contains the ELEMENTS; CONTACT_NAME, CONTACT_TITLE, ADDRESS_1, ADDRESS_2, CITY, STATE POSTAL_CODE, COUNTRY, PHONE, FAX, EMAIL			
CONTACT_NAME	Element	<b>DESCRIPTION:</b> Contact person's name. <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 75 characters <b>HIERARCHY:</b> This ELEMENT is first under CONTACT	PCDATA		
CONTACT_TITLE	Element	<b>DESCRIPTION:</b> Contact person's title <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 75 characters <b>HIERARCHY:</b> This ELEMENT is second under CONTACT	PCDATA		
CONTACT_XML	Element	<b>DESCRIPTION:</b> Contact person's information who entered in your XML document. <b>OCCURANCE:</b> This ELEMENT must occur One (1) time. <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ELEMENT is the first entered under the ROOT ELEMENT COMPANY_MEMBER_QUALIFICATIONS. This ELEMENT contains the ELEMENTS; CONTACT_XML_NAME and CONTACT_XML_EMAIL.			

Name	Type	Comment	Type	Allowable Values	Default
CONTACT_XML_EMAIL	Element	<b>DESCRIPTION:</b> The email address for the XML contact person. <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 125 characters <b>HIERARCHY:</b> This ELEMENT is the 2nd ELEMENT under CONTACT_XML	PCDATA		
CONTACT_XML_NAME	Element	<b>DESCRIPTION:</b> The name of the person who entered the information in this XML document. This person will be contacted if there are any questions concerning this XML document <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 75 characters <b>HIERARCHY:</b> This Element is the first Element under CONTACT_XML.	PCDATA		
CORE_CERTIFICATION	Element	<b>DESCRIPTION:</b> The certification for your core competency or business unit. <b>OCCURANCE:</b> This ELEMENT is optional <b>CHARACTERS:</b> None, ATTRIBUTE LIST <b>HIERARCHY:</b> This ELEMENT is the second under COMPETENCY. The ELEMENT contains the ATTRIBUTE Cert_Name.	EMPTY		
Cert_Name	Attribute	<b>DESCRIPTION:</b> This ATTRIBUTE describe the certification of your COMPETENCY and PROGRAM. <b>OCCURANCE:</b> This ATTRIBUTE is optional <b>CHARACTERS:</b> This ATTRIBUTE has a fixed number of characters. <b>HIERARCHY:</b> This Attribute is contained within the ELEMENT CORE_CERTIFICATION and PROGRAM.	List	SEI_1, SEI_2, SEI_3, SEI_4, SEI_5, ISO9000, ISO9001, ISO9002, ISO9003	REQUIRED
CORE_COMPETENCIES	Element	<b>DESCRIPTION:</b> The core competencies or business areas of your company <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> None <b>HIERARCHY:</b> The ELEMENT is after the ELEMENT GROWTH_PAST_5_YRS and before the ELEMENT EMPLOYEES. This ELEMENT contains the ELEMENT COMPETENCY			

Name	Type	Comment	Type	Allowable Values	Default
CORE_NAME_FREEFORM	Element	<b>DESCRIPTION:</b> Name of your core competency or business area. This is filled in only if your COMPETENCY is not in the Attribute list in the ELEMENT CORE_NAME_PREDEFINED <b>OCCURANCE:</b> This ELEMENT can occur 0 or one time. <b>CHARACTERS:</b> This ELEMENT contains a maximum of 75 characters <b>HIERARCHY:</b> This ELEMENT is the second under COMPETENCY	PCDATA		
CORE_NAME_PREDEFINED	Element	<b>DESCRIPTION:</b> Name of your core competency or business area. If your COMPETENCY is not defined in this attribute list Core_Predefined_Terms, enter the name in the ELEMENT, CORE_NAME_FREEFORM <b>OCCURANCE:</b> This ELEMENT can occur 0 or one time. <b>CHARACTERS:</b> None, ATTRIBUTE LIST <b>HIERARCHY:</b> This ELEMENT is the first under COMPETENCY	EMPTY		
Core_Predefined_Terms	Attribute	<b>DESCRIPTION:</b> This ATTRIBUTE contains the name of your core competency or business area. If your COMPETENCY is not defined in this attribute list, enter the name in the ELEMENT, CORE_NAME_FREEFORM <b>OCCURANCE:</b> This ATTRIBUTE can occur 0 or one time. <b>CHARACTERS:</b> This ATTRIBUTE has a predefined number of characters <b>HIERARCHY:</b> This ATTRIBUTE is first under COMPETENCY	List	acquisition_engineering aeronautical_engineering algorithm_development analysis_and_wargaming business_process_management business_process_reengineering civil_engineering_and_architectur e communications_engineering computer_resources_and_sw_engi neering_support computer_and_physical_security configuration_and_data_managem ent database_development development_planning_and_analy sis domain_engineering education_and_training electromagnetic_compatibility engineering_data_management environmental_engineering facility_acquisition_engineering facility_management financial_and_contract_managem ent guidance_systems hardware_design_and_developme nt human_factors_engineering independent_verification_and_vali dation information_engineering_and_logi stic_support	REQUIRED

Name	Type	Comment	Type	Allowable Values	Default
				information_management information_systems integrated_logistics_support integration_engineering_and_support integration_logistics_support international_business_development logistics management_consulting management_information_system manufacturing_engineering peer_review physical_security pricing_and_cost_analysis_and_estimating program_management program_and_project_management proposal_preparation prototyping quality_assurance_and_test_and_evaluation reliability_and_maintainability_engineering research_and_development reverse_engineering simulation_and_modeling software_capabilities_evaluations software_development software_engineering software_maintenance_and_modification software_quality_assurance_and_testing system_analysis system_engineering system_engineering_and_integration system_implementation system_operations_and_maintenance system_safety_engineering systems_design systems_integration technology_transfer test_and_evaluation training_development troubleshooting	

Name	Type	Comment	Type	Allowable Values	Default
CORE_NARRATIVE	Element	<b>DESCRIPTION:</b> Narrative describing your company's core competency or business area <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 1000 characters <b>HIERARCHY:</b> This ELEMENT is the third under the ELEMENT COMPETENCY	PCDATA		
COUNTRY	Element	<b>DESCRIPTION:</b> Contact person's country <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 20 characters <b>HIERARCHY:</b> This ELEMENT is eighth under CONTACT	PCDATA		
CUSTOMER	Element	<b>DESCRIPTION:</b> Names customer company name for this specific program or contract <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 75 characters <b>HIERARCHY:</b> This ELEMENT is the third under PROGRAM.	PCDATA		
EDUCATION	Element	<b>DESCRIPTION:</b> Describes the education level for a GSA Labor Category. <b>OCCURANCE:</b> This ELEMENT occurs one (1) time. <b>CHARACTERS:</b> Maximum of 2000 characters <b>HIERARCHY:</b> This ELEMENT is the third under LMT_GSA_LABOR_CATEGORIES.	PCDATA		
EMAIL	Element	<b>DESCRIPTION:</b> Contact person's email <b>OCCURANCE:</b> This ELEMENT is optional <b>CHARACTERS:</b> Maximum of 20 characters <b>HIERARCHY:</b> This ELEMENT is eleventh under CONTACT	PCDATA		
EMPLOYEES	Element	<b>DESCRIPTION:</b> The information about the employees in your company <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ELEMENT is the eighth under COMPANY_INFORMATION. This ELEMENT contains the ELEMENTS TOTAL_NUMBER, LABOR_TURNOVER_RATE, PERSONNEL_GROWTH, EMPLOYEE_NARRATIVE, UNIQUE_CERTIFICATIONS, EMPLOYEE_BENEFITS			
EMPLOYEE_BENEFITS	Element	<b>DESCRIPTION:</b> Explains the benefits your company offers to your employees <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ELEMENT is sixth under EMPLOYEES. This ELEMENT contains the ELEMENTS; PROFIT_SHARING, TRAINING, SEMINARS, LONG_TERM_DISABILITY, VACATION_PACKAGE, STANDARD_WORK_WEEK.			

Name	Type	Comment	Type	Allowable Values	Default
EMPLOYEE_NARRATIVE	Element	<b>DESCRIPTION:</b> Narrative about your employees in your company <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> This ELEMENT has the maximum of 1000 characters <b>HIERARCHY:</b> This ELEMENT is the fourth under EMPLOYEES	PCDATA		
END_DATE	Element	<b>DESCRIPTION:</b> The end date for your GSA Labor rate. <b>OCCURANCE:</b> This ELEMENT must occur one (1) time if the RATE_EFFECTIVE_DATES ELEMENT occurs. <b>CHARACTERS:</b> Maximum of 11 characters <b>HIERARCHY:</b> This ELEMENT is the second under RATE_EFFECTIVE_DATES.	PCDATA d Mon yyyy		
EXPERIENCE	Element	<b>DESCRIPTION:</b> Narrative about a GSA Labor Category <b>OCCURANCE:</b> This ELEMENT must occur one (1) time if the LMT_ITSP_LABOR_CATEGORIES ELEMENT occurs. <b>CHARACTERS:</b> Maximum of 2000 characters <b>HIERARCHY:</b> This ELEMENT is second under LMT_ITSP_LABOR_CATEGORIES	PCDATA		
FAX	Element	<b>DESCRIPTION:</b> Contact person's fax number <b>OCCURANCE:</b> This ELEMENT is optional <b>CHARACTERS:</b> Maximum of 20 characters <b>HIERARCHY:</b> This ELEMENT is tenth under CONTACT	PCDATA		
GROWTH_AVERAGE_PAST_5_YRS	Element	<b>DESCRIPTION:</b> The average Personnel Growth rate percentage your company has achieved in the past 5 years <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 8 digits <b>HIERARCHY:</b> This ELEMENT is the first under the ELEMENT; PERSONNEL_GROWTH	PCDATA  Whole Number		
GROWTH_NARRATIVE	Element	<b>DESCRIPTION:</b> Narrative about your company's growth over the past five years. <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 1000 characters <b>HIERARCHY:</b> This ELEMENT is the second under COMPANY_GROWTH	PCDATA		
GSA_LABOR_RATE_DESCRIPTION_ URL	Element	<b>DESCRIPTION:</b> URL for your company's ITSP GSA Labor Rate Description <b>OCCURANCE:</b> This ELEMENT is optional <b>CHARACTERS:</b> Maximum of 255 characters <b>HIERARCHY:</b> This ELEMENT is the third under ITSP_ORDERING_INFORMATION.	PCDATA		

Name	Type	Comment	Type	Allowable Values	Default
HOLDER_COMPANY	Element	<b>DESCRIPTION:</b> The information contained in this Element is the name or names of your ITSP BPA Holder and the URL to their Official ITSP Web Site. If your company is a BPA Holder Company, Then you must fill in your companies information, along with any other companies that you are a team member of. <b>OCCURANCE:</b> This ELEMENT must occur one (1) time, then can occur any number of times <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ELEMENT is the first under ITSP__BPA HOLDER_COMPANY. This ELEMENT contains the ELEMENTS HOLDER_COMPANY_NAME, HOLDER_ITSP_URL			
HOLDER_COMPANY_NAME	Element	<b>DESCRIPTION:</b> This ELEMENT names your ITSP holder company's name <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 125 Characters <b>HIERARCHY:</b> This ELEMENT is the first under HOLDER_COMPANY	PCDATA		
HOLDER_CONTACT_INFORMATION	Element	<b>DESCRIPTION:</b> Contact information for the ITSP contract <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ELEMENT is the fourth under ITSP_BPA HOLDER_ONLY. This ELEMENT contains the ELEMENT CONTACT			
HOLDER_ITSP_URL	Element	<b>DESCRIPTION:</b> Names your ITSP holder company's ITSP web site URL <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 30 Characters <b>HIERARCHY:</b> This ELEMENT is the second under HOLDER_COMPANY	PCDATA		
HONOR_AWARD	Element	<b>DESCRIPTION:</b> Information of your company's honor or awards <b>OCCURANCE:</b> This ELEMENT must occur one (1) time, then can occur any number of times <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ELEMENT is contained under HONOR_AWARDS. This ELEMENT contains HONOR_AWARD_TITLE, HONOR_AWARD_URL			
HONOR_AWARDS	Element	<b>DESCRIPTION:</b> URLs for your company's honors and awards <b>OCCURANCE:</b> This ELEMENT is optional <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ELEMENT is the tenth under COMPANY_INFORMATION. This ELEMENT contains the ELEMENT HONOR_AWARD			



Name	Type	Comment	Type	Allowable Values	Default
HONOR_AWARD_TITLE	Element	<b>DESCRIPTION:</b> Title of your company's honor or awards <b>OCCURANCE:</b> This ELEMENT must occur one (1) time, then can occur any number of times <b>CHARACTERS:</b> Maximum of 75 characters <b>HIERARCHY:</b> This ELEMENT is contained under HONOR_AWARDS.	PCDATA		
HONOR_AWARD_URL	Element	<b>DESCRIPTION:</b> URL for the location of your company's honor or awards <b>OCCURANCE:</b> This ELEMENT must occur one (1) time, then can occur any number of times <b>CHARACTERS:</b> Maximum of 255 characters <b>HIERARCHY:</b> This ELEMENT is contained under HONOR_AWARD	PCDATA		
ITSP_BPA HOLDER_COMPANIES	Element	<b>DESCRIPTION:</b> The information contained in this Element is the name or names of your ITSP BPA Holder and the URL to their Official ITSP Web Site. If your company is a BPA Holder Company, Then you must fill in your companies information, along with any other companies that you are a team member of. <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ELEMENT is the first under ITSP_INFORMATION. This ELEMENT contains the ELEMENT HOLDER_COMPANY			
ITSP_BPA HOLDER_ONLY	Element	<b>DESCRIPTION:</b> This Element is only filled in by an ITSP BPA Holder Company only. If you are not a ITSP BPA Holder Company, skip this ELEMENT <b>OCCURANCE:</b> This ELEMENT is a must for ITSP Holder Company's <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ELEMENT is fourth under the ROOT ELEMENT COMPANY_MEMBER_QUALIFICATIONS. This ELEMENT contains the ELEMENT; ITSP_TEAM _NARRATIVE, ITSP_TEAM_ORG_CHART_URL, TEAMING_PARTNERS, HOLDER_CONTACT_INFORMATION			
ITSP_CONTACT	Element	<b>DESCRIPTION:</b> Information for your company's ITSP contact person <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ELEMENT is the first under ITSP_ORDERING_INFORMATION. This ELEMENT contains the ELEMENT CONTACT			

Name	Type	Comment	Type	Allowable Values	Default
ITSP_GSA_LABOR_DESCRIPTIONS	Element	<b>DESCRIPTION:</b> This ELEMENT contains the information for your companies GSA Labor rate schedule. <b>OCCURANCE:</b> This ELEMENT is optional. Becomes mandatory as of March, 2001. <b>CHARACTERS:</b> Maximum of 2000 characters <b>HIERARCHY:</b> This ELEMENT is seventh under the ROOT ELEMENT COMPANY_MEMBER_QUALIFICATIONS. This ELEMENT contains the ELEMENT LMT_ITSP_GSA_LABOR_CATEGORIES.			
ITSP_GSA_SCHEDULE_URL	Element	<b>DESCRIPTION:</b> URL for your company's ITSP GSA Schedule <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 255 characters <b>HIERARCHY:</b> This ELEMENT is the second under ITSP_ORDERING_INFORMATION.	PCDATA		
ITSP_INFORMATION	Element	<b>DESCRIPTION:</b> Your company's ITSP specific information <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This Element is under the ROOT ELEMENT COMPANY_MEMBER_QUALIFICATIONS. This ELEMENT contains the ELEMENTS; ITSP_BPA HOLDER_COMPANIES, MEMBER_ITSP_URL, ITSP_ORG_CHART_URL			
ITSP_ORDERING_INFORMATION	Element	<b>DESCRIPTION:</b> Information for ordering services from your ITSP contract <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ELEMENT is the sixth under the ROOT ELEMENT COMPANY_MEMBER_QUALIFICATIONS. This ELEMENT contains the ELEMENTS ITSP_CONTACT, ITSP_GSA_SCHEDULE_URL, GSA_LABOR_RATE_DESCRIPTION_URL, and ORDERING_INFO_URL			
ITSP_ORG_CHART_URL	Element	<b>DESCRIPTION:</b> Names your company's ITSP organization chart URL <b>OCCURANCE:</b> This ELEMENT is optional <b>CHARACTERS:</b> Maximum of 255 characters <b>HIERARCHY:</b> This ELEMENT is the third under ITSP_INFORMATION	PCDATA		
ITSP_TEAM_NARRATIVE	Element	<b>DESCRIPTION:</b> the ITSP Team as a whole <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 2000 characters <b>HIERARCHY:</b> This ELEMENT is the first under ITSP_BPA HOLDER_ONLY	PCDATA		

Name	Type	Comment	Type	Allowable Values	Default
ITSP_TEAM_ORG_CHART_URL	Element	<b>DESCRIPTION:</b> URL for the ITSP Team organization chart <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 255 characters <b>HIERARCHY:</b> This ELEMENT is the second under ITSP_BPA HOLDER_ONLY	PCDATA		
JOB_FUNCTION	Element	<b>DESCRIPTION:</b> Describes the job function of a GSA Labor Category. <b>OCCURANCE:</b> This ELEMENT must occur one (1) time if the LMT_ITSP_LABOR_CATEGORIES ELEMENT occurs. <b>CHARACTERS:</b> Maximum of 2000 characters <b>HIERARCHY:</b> This ELEMENT is fourth under LMT_ITSP_LABOR_CATEGORIES	PCDATA		
KEY_QUALIFYING_FACTORS	Element	<b>DESCRIPTION:</b> The key factors for this specific program or contract <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 126 characters <b>HIERARCHY:</b> This ELEMENT is the sixth under PROGRAM	PCDATA		
LABOR_TURNOVER_NARRATIVE	Element	<b>DESCRIPTION:</b> General description about your companys labor turnover rate over the past five years. <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 1000 characters <b>HIERARCHY:</b> This ELEMENT is the second under LABOR_TURNOVER_RATES	PCDATA		
LABOR_TURNOVER_RATES	Element	<b>DESCRIPTION:</b> The labor turnover rates for you company for the past 5 years <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ELEMENT is the second under EMPLOYEES. This ELEMENT contains the ELEMENTS AVERAGE_PAST_5_YRS and LABOR_TURNOVER_NARRATIVE			
LMT_ITSP_GSA_LABOR_CATEGORIES	Element	<b>DESCRIPTION:</b> Your Companies GSA Labor Category Descriptions. <b>OCCURANCE:</b> This Element Must occur at least one (1) time if the ELEMENT ITSP_GSA_LABOR_DESCRIPTIONS is used. Then any number of times after. <b>CHARACTERS:</b> NONE <b>HIERARCHY:</b> This ELEMENT is the first under the ELEMENT ITSP_GSA_LABOR_DESCRIPTIONS. This ELEMENT contains the ELEMENTS TITEL, EXPERIENCE, EDUCATION, JOB_FUNCTION and LMT_ITSP_GSA_LABOR_RATES			

Name	Type	Comment	Type	Allowable Values	Default
LMT_ITSP_GSA_LABOR_RATES	Element	<b>DESCRIPTION:</b> This ELEMENT contains the information for the Labor rates for a GSA Labor Category. <b>OCCURANCE:</b> This ELEMENT must occur one (1) time, then any number of times after. <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ELEMENT is the fifth under LMT_ITSP_GSA_LABOR_CATEGORIES. This ELEMENT contains the ELEMENTS RATE, RATE_EFFECTIVE_DATES, and the Attribute LOCATION.			
LOCATION	Element	<b>DESCRIPTION:</b> Location of the GSA Labor Rate description <b>OCCURANCE:</b> This Element must Occur one (I) time <b>CHARACTERS:</b> None, ATTRIBUTE LIST <b>HIERARCHY:</b> This ELEMENT is the third under LMT_ITSP_GSA_LABOR_RATES. This ELEMENT contains the Attribute Location.	EMPTY		
Location	Attribute	<b>DESCRIPTION:</b> This Attribute describes where the work occurs for a specific GSA Labor Category and Rate. <b>OCCURANCE:</b> This ATTRIBUTE must occur one (1) time. <b>CHARACTERS:</b> This ATTRIBUTE has a fixed number of characters <b>HIERARCHY:</b> This ATTRIBUTE is contained in the ELEMENT LOCATION	List	contractor, client, onconus, all	REQUIRED
LONG_TERM_DISABILITY	Element	<b>DESCRIPTION:</b> Does your company offers long term disability to your employees <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> None, ATTRIBUTE LIST <b>HIERARCHY:</b> This ELEMENT is fourth under EMPLOYEE_BENEFITS	EMPTY		
Long_Term_Disability	Attribute	<b>DESCRIPTION:</b> This ATTRIBUTE contains a yes or no on whether or not your company offers long term disability for your employees. <b>OCCURANCE:</b> This ATTRIBUTE must occur one (1) time <b>CHARACTERS:</b> This ATTRIBUTE has a fixed number of characters <b>HIERARCHY:</b> This ATTRIBUTE is contained in the ELEMENT EMPLOYEE_BENEFITS	List	yes ,no	REQUIRED
MEMBER_ITSP_URL	Element	<b>DESCRIPTION:</b> Names your company's ITSP web site <b>OCCURANCE:</b> This ELEMENT is optional <b>CHARACTERS:</b> Maximum of 255 characters <b>HIERARCHY:</b> This ELEMENT is the second under ITSP_INFORMATION	PCDATA		

Name	Type	Comment	Type	Allowable Values	Default
NARRATIVE	Element	<b>DESCRIPTION:</b> Narrative for this specific program or contract <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 1000 characters <b>HIERARCHY:</b> This ELEMENT is the seventh under PROGRAM	PCDATA		
NUMBER_OF_HOURS_PER_WEEK	Element	<b>DESCRIPTION:</b> The standard work-week for your company <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 8 digits. Can be decimal numbers <b>HIERARCHY:</b> This ELEMENT is the first under STANDARD_WORK_WEEK	PCDATA  Decimal Number		
NUM_COM_CONTRACT_PAST_5_YRS	Element	<b>DESCRIPTION:</b> Number of commercial contracts your company has had in the past 5 years <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> The ELEMENT contains a maximum of 8 digits. <b>HIERARCHY:</b> This ELEMENT is the fifth ELEMENT under COMPANY_INFORMATION	PCDATA  Whole Number		
NUM_GOV'T_CONTRACT_PAST_5YRS	Element	<b>DESCRIPTION:</b> Number of government contracts your company has had in the past 5 years <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> The ELEMENT contains a maximum of 8 digits <b>HIERARCHY:</b> This ELEMENT is the fourth ELEMENT under COMPANY_INFORMATION	PCDATA  Whole Number		
ORDERING_INFO_URL	Element	<b>DESCRIPTION:</b> URL for your company's ITSP Ordering Information <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 255 characters <b>HIERARCHY:</b> This ELEMENT is the fourth under ITSP_ORDERING_INFORMATION.	PCDATA		
PARTNER_COMPANY_NAME	Element	<b>DESCRIPTION:</b> Your teaming partners company name <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 125 characters <b>HIERARCHY:</b> This ELEMENT is the first under TEAMING_PARTNER.	PCDATA		
PARTNER_XML_CATALOG_URL	Element	<b>DESCRIPTION:</b> Your teaming partner company's URL for their XML catalog <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 255 characters <b>HIERARCHY:</b> This ELEMENT is the second under TEAMING_PARTNER.	PCDATA		

Name	Type	Comment	Type	Allowable Values	Default
PERIOD_PERFORMANCE	Element	<b>DESCRIPTION:</b> This ELEMENT names the period of performance for this specific program or contract <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 35 characters <b>HIERARCHY:</b> This ELEMENT is the fourth under PROGRAM <b>EXAMPLE:</b> January 1, 1990 - January 1, 1999	PCDATA		
PERSONNEL_GROWTH	Element	<b>DESCRIPTION:</b> The personnel growth for you company for the past 5 years <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ELEMENT is the third under EMPLOYEES. This ELEMENT contains the ELEMENTS AVERAGE_PAST_5_YRS, PERSONNE_GROWTH_NARRATIVE			
PERSONNEL_GROWTH_NARRATIVE	Element	<b>DESCRIPTION:</b> General description about your companys personnel growth over the past five years. <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 1000 characters <b>HIERARCHY:</b> This ELEMENT is the second under PERSONNEL_GROWTH	PCDATA		
PHONE	Element	<b>DESCRIPTION:</b> Contact person's phone number <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 20 characters <b>HIERARCHY:</b> This ELEMENT is ninth under CONTACT	PCDATA		
POSTAL_CODE	Element	<b>DESCRIPTION:</b> Contact person's postal code <b>OCCURANCE:</b> This ELEMENT is optional <b>CHARACTERS:</b> Maximum of 20 characters <b>HIERARCHY:</b> This ELEMENT is seventh under CONTACT	PCDATA		
PRESS_RELEASE	Element	<b>DESCRIPTION:</b> Title and URL's of your company's press releases <b>OCCURANCE:</b> This ELEMENT must occur one (1) time, then can occur any number of times <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ELEMENT is contained under PRESS_RELEASES. this ELEMENT contains PRESS_RELEASE_TITLE, PRESS_RELEASE_URL			
PRESS_RELEASES	Element	<b>DESCRIPTION:</b> Titles and URLs for your company's press releases <b>OCCURANCE:</b> This ELEMENT is optional <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ELEMENT is the twelfth under COMPANY_INFORMATION. This ELEMENT contains the ELEMENT PRESS_RELEASE			

Name	Type	Comment	Type	Allowable Values	Default
PRESS_RELEASE_TITLE	Element	<b>DESCRIPTION:</b> Title of your company's Press Release <b>OCCURANCE:</b> This ELEMENT must occur one (1) time, then can occur any number of times <b>CHARACTERS:</b> Maximum of 75 characters <b>HIERARCHY:</b> This ELEMENT is contained under PRESS_RELEASE	PCDATA		
PRESS_RELEASE_URL	Element	<b>DESCRIPTION:</b> URL for the location of your company's Press Release <b>OCCURANCE:</b> This ELEMENT must occur one (1) time, then can occur any number of times <b>CHARACTERS:</b> Maximum of 255 characters <b>HIERARCHY:</b> This ELEMENT is contained under PRESS_RELEASE	PCDATA		
PROFIT_SHARING	Element	<b>DESCRIPTION:</b> Asks whether or not your company offers profit sharing to your employees. <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> None, ATTRIBUTE LIST <b>HIERARCHY:</b> This ELEMENT is first under EMPLOYEE_BENEFITS	EMPTY		
Profit_Sharing	Attribute	<b>DESCRIPTION:</b> This ATTRIBUTE contains a yes or no on whether or not your company offers profit sharing for your employees. <b>OCCURANCE:</b> This ATTRIBUTE must occur one (1) time <b>CHARACTERS:</b> This ATTRIBUTE has a fixed number of characters <b>HIERARCHY:</b> This ATTRIBUTE is contained in the EMPLOYEE_BENEFITS	List	yes, no	REQUIRED
PROGRAM	Element	<b>DESCRIPTION:</b> The individual programs or contracts your company had had or has that is related to the ITSP contract <b>OCCURANCE:</b> This Element must occur one (1) time, than can occur any number of times <b>CHARACTERS:</b> None, ATTRIBUTE List <b>HIERARCHY:</b> This is the first and only ELEMENT under PROGRAM_EXPERIENCE. this ELEMENT contains TITLE, TECHNOLOGY_AREAS, CUSTOMER, PERIOD_PERFORMANCE, VALUE, KEY_QUALIFYING_FACTORS, NARRATIVE, CERTIFICATION, PROGRAM_REFERENCE_CONTACT			
Customer_Type	Attribute	<b>DESCRIPTION:</b> This ATTRIBUTE describes who was your company's customer under this specific program. Were or are they a government or commercial customer <b>OCCURANCE:</b> This ATTRIBUTE must occur one (1) time <b>CHARACTERS:</b> Fixed number of characters <b>HIERARCHY:</b> This ATTRIBUTE is contained within the ELEMENT PROGRAM	List	government, commercial	government

Name	Type	Comment	Type	Allowable Values	Default
PROGRAM_EXPERIENCE	Element	<b>DESCRIPTION:</b> Your companies program experience. The programs listed under this ELEMENT should only be programs or contracts relevant to the ITSP contract <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ELEMENT is fifth under the ROOT ELEMENT COMPANY_MEMBER_QUALIFICATIONS			
PROGRAM_REFERENCE_CONTACT	Element	<b>DESCRIPTION:</b> This ELEMENT the contact information for this specific program or contract <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ELEMENT is the ninth under PROGRAM. This ELEMENT contains CONTACT			
RATE	Element	<b>DESCRIPTION:</b> Rate of Pay for the specific GSA Labor Title. <b>OCCURANCE:</b> This ELEMENT must occur one (1) time. <b>CHARACTERS:</b> Maximum of 8 digits, of which 2 are decimal places. <b>HIERARCHY:</b> This ELEMENT is the first under LMT_GSA_LABOR_RATES.	PCDATA 100000.23		
RATE_EFFECTIVE_DATES	Element	<b>DESCRIPTION:</b> The Specific information about the labor rates for a specific GSA Title. <b>OCCURANCE:</b> This ELEMENT is optional <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ELEMENT contains the ELEMENTS START_DATE and END_DATE.			
SEMINARS	Element	<b>DESCRIPTION:</b> This ELEMENT asks whether or not your company offers the ability for employees to attend or instruct seminars. <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> None, ATTRIBUTE LIST <b>HIERARCHY:</b> This ELEMENT is third under EMPLOYEE_BENEFITS	EMPTY		
Seminars	Attribute	<b>DESCRIPTION:</b> This ATTRIBUTE contains a yes or no on whether or not your company offers attendance or instruction of seminars for your employees. <b>OCCURANCE:</b> This ATTRIBUTE must occur one (1) time <b>CHARACTERS:</b> This ATTRIBUTE has a fixed number of characters <b>HIERARCHY:</b> This ATTRIBUTE is contained in the EMPLOYEE_BENEFITS	List	yes, no	REQUIRED



Name	Type	Comment	Type	Allowable Values	Default
SHORT_TERM_DISABILITY	Element	<b>DESCRIPTION:</b> This ELEMENT asks whether or not your company offers short-term disability to your employees. <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> None, ATTRIBUTE LIST <b>HIERARCHY:</b> This ELEMENT is fifth under EMPLOYEE_BENEFITS	EMPTY		
Short_Term_Disability	Attribute	<b>DESCRIPTION:</b> This ATTRIBUTE contains a yes or no on whether or not your company offers short term disability for your employees. <b>OCCURANCE:</b> This ATTRIBUTE must occur one (1) time <b>CHARACTERS:</b> This ATTRIBUTE has a fixed number of characters <b>HIERARCHY:</b> This ATTRIBUTE is contained in the EMPLOYEE_BENEFITS	List	yes ,no	REQUIRED
STANDARD_WORK_WEEK	Element	<b>DESCRIPTION:</b> The standard work week for your company <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ELEMENT is seventh under EMPLOYEE_BENEFITS. This ELEMENT contains the ELEMENTS; NUMBER_OF_HOURS_PER_WEEK, and WORK_WEEK_NARRATIVE.			
STATE	Element	<b>DESCRIPTION:</b> Contact person's state <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 20 characters <b>HIERARCHY:</b> This ELEMENT is sixth under CONTACT	PCDATA		
START_DATE	Element	<b>DESCRIPTION:</b> This ELEMENT describes the start date of a specific GSA Labor Title. <b>OCCURANCE:</b> This ELEMENT must occur one (1) time. <b>CHARACTERS:</b> Maximum of 11 characters <b>HIERARCHY:</b> This is the first ELEMENT under RATE_EFFECTIVE_DATES.	PCDATA 1 dec 2000		
TEAMING_PARTNER	Element	<b>DESCRIPTION:</b> Information on your teaming partners <b>OCCURANCE:</b> This ELEMENT must occur one (1) time, then any number of times <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This is the first ELEMENT under TEAMING_PARTNERS. This ELEMENT contains the ELEMENTS PARTNER_COMPANY_NAME, and PARTNER_XML_CATALOG_URL			

Name	Type	Comment	Type	Allowable Values	Default
TEAMING_PARTNERS	Element	<b>DESCRIPTION:</b> ELEMENTS for naming your ITSP teaming partners <b>OCCURANCE:</b> This ELEMENT is only optional if you DO NOT have any Teaming Partners <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ELEMENT is the third under ITSP_BPA HOLDER_ONLY. This ELEMENT contains the ELEMENT TEAMING_PARTNER			
TECHNOLOGY_AREAS	Element	<b>DESCRIPTION:</b> Names the technology area for this program or contract <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ELEMENT is the second under PROGRAM. This ELEMENT contains TECHNOLOGY_AREA_PREDEFINED and TECHNOLOGY_AREA_FREEFORM			
TECHNOLOGY_AREA_FREEFORM	Element	<b>DESCRIPTION:</b> Text field for one technology area that is NOT included in the ATTRIBUTE TECHNOLOGY_AREA_PREDEFINES <b>OCCURANCE:</b> This ELEMENT can occur 0 or any number of times <b>CHARACTERS:</b> Maximum of 75 characters <b>HIERARCHY:</b> This ELEMENT is the second under TECHNOLOGY_AREA	PCDATA		
TECHNOLOGY_AREA_PREDEFINED	Element	<b>DESCRIPTION:</b> This ELEMENT has an ATTRIBUTE list of predetermined Technology Areas. Please list the closest area. <b>OCCURANCE:</b> This ELEMENT can occur 0 to any number of times. <b>CHARACTERS:</b> None, ATTRIBUTE List <b>HIERARCHY:</b> This ELEMENT is the first under TECHNOLOGY_AREA	EMPTY		
Predefined_Terms	Attribute	<b>DESCRIPTION:</b> This ATTRIBUTE is a list of predetermined Technology Areas. Please select the closest area. <b>OCCURANCE:</b> This ELEMENT must occur one (1) time, then any number of times <b>CHARACTERS:</b> A determined number of characters <b>HIERARCHY:</b> This is an ATTRIBUTE for TECHNOLOGY_AREA_PREDEFINED	List	acquisition_engineering aeronautical_engineering algorithm_development analysis_and_wargaming business_process_management business_process_reengineering civil_engineering_and_architectur e communications_engineering computer_resources_and_sw_engi neering_support computer_and_physical_security configuration_and_data_managem ent database_development development_planning_and_analy sis domain_engineering	REQUIRED

Name	Type	Comment	Type	Allowable Values	Default
				education_and_training electromagnetic_compatibility engineering_data_management environmental_engineering facility_acquisition_engineering facility_management financial_and_contract_managem ent guidance_systems hardware_design_and_developme nt human_factors_engineering independent_verification_and_vali dation information_engineering_and_logi stic_support information_management information_systems integrated_logistics_support integration_engineering_and_supp ort integration_logistics_support international_business_developme nt logistics management_consulting management_information_system manufacturing_engineering peer_review physical_security pricing_and_cost_analysis_and_es timating program_management program_and_project_managemen t proposal_preparation prototyping quality_assurance_and_test_and_e valuation reliability_and_maintainability_en gineering research_and_development reverse_engineering simulation_and_modeling software_capabilities_evaluations software_development software_engineering software_maintenance_and_modif ication software_quality_assurance_and_t esting	

Name	Type	Comment	Type	Allowable Values	Default
				system_analysis system_engineering system_engineering_and_integrati on system_implementation system_operations_and_maintena nce system_safety_engineering systems_design systems_integration technology_transfer test_and_evaluation training_development troubleshooting	
TITLE (PROGRAM)	Element	<b>DESCRIPTION:</b> Names the title for a specific program or contract <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 76 characters <b>HIERARCHY:</b> This ELEMENT is the first under PROGRAM	PCDATA		
TITLE (LMT_ITSP_GSA_LABOR_ CATEGORIES)	Element	<b>DESCRIPTION:</b> This ELEMENT is the title o a specific job title for a GSA LABOR Category. <b>OCCURANCE:</b> This ELEMENT must occur one (1) time. <b>CHARACTERS:</b> Maximum of 2000 characters <b>HIERARCHY:</b> This ELEMENT is the first under LMT_GSA_LABOR_CATEGORIES.	PCDATA		
TOTAL_NUMBER	Element	<b>DESCRIPTION:</b> This ELEMENT has the number of employees your company had as of the last fiscal year <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> None, ATTRIBUTE List <b>HIERARCHY:</b> This ELEMENT is the first under EMPLOYEES	EMPTY		
Number	Attribute	<b>DESCRIPTION:</b> This ATTRIBUTE contains the number of employees your company had as of the last fiscal year <b>OCCURANCE:</b> This ATTRIBUTE must occur one (1) time <b>CHARACTERS:</b> This ATTRIBUTE has a fixed number of characters <b>HIERARCHY:</b> This ATTRIBUTE is contained in the ELEMENT TOTAL_NUMBER	List	1-25,25-50,50-100,100- 250,250-500,500-750,750- 1K,1K-5K,5K-10K,10K- 15K,15K-20K,20K- 25K,25K-30K,30K- 35K,35K-40K,40K- 45K,45K-50K,50K-above	REQUIRED
TRAINING	Element	<b>DESCRIPTION:</b> Asks whether or not your company offers training <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> None, ATTRIBUTE LIST <b>HIERARCHY:</b> This ELEMENT is second under EMPLOYEE_BENEFITS	EMPTY		

Name	Type	Comment	Type	Allowable Values	Default
Training	Attribute	<b>DESCRIPTION:</b> This ATTRIBUTE contains a yes or no on whether or not your company offers training for your employees. <b>OCCURANCE:</b> This ATTRIBUTE must occur one (1) time <b>CHARACTERS:</b> This ATTRIBUTE has a fixed number of characters <b>HIERARCHY:</b> This ATTRIBUTE is contained in the EMPLOYEE_BENEFITS	List	yes ,no	REQUIRED
TURNOVER_AVERAGE_PAST_5_YRS	Element	<b>DESCRIPTION:</b> The average Labor Turnover rate percentage your company has achieved in the past 5 years <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 8 digits. Can be decimal number. <b>HIERARCHY:</b> This ELEMENT is the first under the ELEMENT; LABOR_TURNOVER_RATES	PCDATA  Decimal Number		
UNIQUE_CERTIFICATION	Element	<b>DESCRIPTION:</b> Your employees unique certification <b>OCCURANCE:</b> This ELEMENT must occur one (1) time, then may occur any number of time after <b>CHARACTERS:</b> Maximum of 35 characters <b>HIERARCHY:</b> This ELEMENT is contained under UNIQUE_CERTIFICATIONS	PCDATA		
UNIQUE_CERTIFICATIONS	Element	<b>DESCRIPTION:</b> Different unique certifications your employees hold <b>OCCURANCE:</b> This ELEMENT is optional <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ELEMENT is the fifth under EMPLOYEES. This ELEMENT contains the ELEMENT UNIQUE_CERTIFICATION			
VACATION_PACKAGE	Element	<b>DESCRIPTION:</b> The vacation package your company offers your employees. <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 1000 characters <b>HIERARCHY:</b> This ELEMENT is sixth under EMPLOYEE_BENEFITS	PCDATA		
VALUE	Element	<b>DESCRIPTION:</b> Names the value for this specific program or contract <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 16 characters <b>HIERARCHY:</b> This ELEMENT is the fifth under PROGRAM	PCDATA  Whole Number		
VALUES_MISSION_STATEMENT_URL	Element	<b>DESCRIPTION:</b> URL for your companies Values and Mission statement, <b>OCCURANCE:</b> This ELEMENT is optional <b>CHARACTERS:</b> This ELEMENT contains a maximum of 255 characters <b>HIERARCHY:</b> This ELEMENT is the ninth under COMPANY_INFORMATION	PCDATA		

Name	Type	Comment	Type	Allowable Values	Default
WHITE_PAPER	Element	<b>DESCRIPTION:</b> Information of your company's white paper <b>OCCURANCE:</b> This ELEMENT must occur one (1) time, then can occur any number of times <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ELEMENT is contained under WHITE_PAPERS. This ELEMENT contains WHITE_PAPER_TITLE, WHITE_PAPER_URL			
WHITE_PAPERS	Element	<b>DESCRIPTION:</b> Titles and URLs for your company's white papers <b>OCCURANCE:</b> This ELEMENT is optional <b>CHARACTERS:</b> None <b>HIERARCHY:</b> This ELEMENT is the eleventh under COMPANY_INFORMATION. This ELEMENT contains the ELEMENT WHITE_PAPER			
WHITE_PAPER_TITLE	Element	<b>DESCRIPTION:</b> Title of your company's White Paper <b>OCCURANCE:</b> This ELEMENT must occur one (1) time, then can occur any number of times <b>CHARACTERS:</b> Maximum of 75 characters <b>HIERARCHY:</b> This ELEMENT is contained under WHITE_PAPER	PCDATA		
WHITE_PAPER_URL	Element	<b>DESCRIPTION:</b> URL for the location of your company's White Paper <b>OCCURANCE:</b> This ELEMENT must occur one (1) time, then can occur any number of times <b>CHARACTERS:</b> Maximum of 255 characters <b>HIERARCHY:</b> This ELEMENT is contained under WHITE_PAPER	PCDATA		
WORK_WEEK_NARRATIVE	Element	<b>DESCRIPTION:</b> Narrative of the standard work week for your company <b>OCCURANCE:</b> This ELEMENT must occur one (1) time <b>CHARACTERS:</b> Maximum of 1000 characters <b>HIERARCHY:</b> This ELEMENT is the second under STANDARD_WORK_WEEK	PCDATA		

## Appendix C: Sample XML Document

**NOTE:** All information in the below XML document is fictitious

```
<?xml version="1.0" encoding="UTF-8" standalone="no"?>
<!DOCTYPE COMPANY_MEMBER_QUALIFICATIONS SYSTEM
"http://www.herbb.hanscom.af.mil/tbbs/R10/DTDDoc.dtd"[
]>
<COMPANY_MEMBER_QUALIFICATIONS>
  <CONTACT_XML>
    <CONTACT_XML_NAME>Jane Doe</CONTACT_XML_NAME>
    <CONTACT_XML_EMAIL>jane@mycompany.com</CONTACT_XML_EMAIL>
  </CONTACT_XML>
  <COMPANY_INFORMATION Socio_Economic_Factors="small">
    <COMPANY_NAME>My Company</COMPANY_NAME>
    <COMPANY_INCEPTION>1980</COMPANY_INCEPTION>
    <ANNUAL_REVENUE Range="20-40million"/>
    <NUM_GOVT_CONTRACT_PAST_5YRS>35</NUM_GOVT_CONTRACT_PAST_5YRS>
    <NUM_COM_CONTRACT_PAST_5YRS>15</NUM_COM_CONTRACT_PAST_5YRS>
    <COMPANY_GROWTH>
      <AVERAGE_PAST_5_YRS>10</AVERAGE_PAST_5_YRS>
      <GROWTH_NARRATIVE>Founded in 1980, My Company has grown rapidly to
      250 employees, and currently qualifies as a Small Disadvantaged
      Business. Corporate headquarters is in Alexandria, Virginia.</GROWTH_NARRATIVE>
    </COMPANY_GROWTH>
    <CORE_COMPETENCIES>
      <COMPETENCY>
        <CORE_NAME_PREDEFINED Core_Predefined_Terms="software_engineering"/>
        <CORE_NARRATIVE>My Company utilizes the latest technologies in
        software engineering.</CORE_NARRATIVE>
      </COMPETENCY>
      <COMPETENCY>
        <CORE_NAME_FREEFORM>Educational Multimedia</CORE_NAME_FREEFORM>
        <CORE_NARRATIVE>My Company specializes in producing educational
        multimedia CDs for use in Information Technology related areas.
        </CORE_NARRATIVE>
      </COMPETENCY>
      <COMPETENCY>
```

<CORE\_NAME\_FREEFORM>Web Development</CORE\_NAME\_FREEFORM>

<CORE\_NARRATIVE>My Company specializes in the latest Internet technology, including XML, XSL, Push, VRML, etc.</CORE\_NARRATIVE>

</COMPETENCY>

<COMPETENCY>

<CORE\_NAME\_PREDEFINED Core\_Predefined\_Terms="simulation\_and\_modeling"/>

<CORE\_NAME\_FREEFORM>modeling and simulation </CORE\_NAME\_FREEFORM>

<CORE\_CERTIFICATION Cert\_Name="SEI\_4"/>

<CORE\_NARRATIVE>My Company is an integrated team of operational, technical, and subject matter experts from all the Services, focusing on warfighting readiness. Our experts have the unique ability to analyze real-world combat systems and recommend the best way to optimize M/S solutions-assessing the capability to represent key operational areas and weapons for realistic training.

Our staff consists of highly experienced professionals with significant Joint and multiservice (Army, Navy, Marine Corps, and Air Force), international and industry experience with established credentials in a broad spectrum of diverse professional assignments and skills.</CORE\_NARRATIVE>

</COMPETENCY>

<COMPETENCY>

<CORE\_NAME\_PREDEFINED Core\_Predefined\_Terms="education\_and\_training"/>

<CORE\_NAME\_FREEFORM>Education and Training</CORE\_NAME\_FREEFORM>

<CORE\_CERTIFICATION Cert\_Name="SEI\_2"/>

<CORE\_NARRATIVE>The Education and Training Division (ETD) of My Company provides a range of services and capabilities designed to improve the performance of people in organizations. Our staff of training and organization development practitioners, information technologists, and systems analysts create custom learning solutions for our clients that integrate existing and future instructional delivery systems within learning programs. Collectively, they provide expertise in all aspects of instructional development, including needs assessment, program design and implementation, and performance evaluation.</CORE\_NARRATIVE>

</COMPETENCY>

<COMPETENCY>

<CORE\_NAME\_PREDEFINED Core\_Predefined\_Terms="training\_development"/>

<CORE\_NAME\_FREEFORM>Training Services</CORE\_NAME\_FREEFORM>

<CORE\_CERTIFICATION Cert\_Name="ISO9002"/>



```

<CORE_NARRATIVE>Our software engineering team develops training applications for online
educational services. Contracts in this field extend to both military and
civilian clients. Training materials include multimedia CDs, web-based
training apps, and testing software.</CORE_NARRATIVE>
</COMPETENCY>
<COMPETENCY>
  <CORE_NAME_PREDEFINED Core_Predefined_Terms="test_and_evaluation"/>
  <CORE_NARRATIVE>My Company develops and maintains testing centers throughout North America.
  We are a recognized leader in the testing and certification field. Over
  one-hundred companies use our facilities to administer tests for employees
  and for individuals wishing to gain professional certifications.</CORE_NARRATIVE>
</COMPETENCY>
<COMPETENCY>
  <CORE_NAME_PREDEFINED
    Core_Predefined_Terms="computer_resources_and_sw_engineering_support"/>
  <CORE_NAME_FREEFORM>Software engineering, design and development.
</CORE_NAME_FREEFORM>
  <CORE_CERTIFICATION Cert_Name="ISO9001"/>
  <CORE_NARRATIVE>My Company specializes in all aspects of software engineering, design, and
  development for civilian and government/military clients. My Company also
  provides extended support services and contracts for their products.</CORE_NARRATIVE>
</COMPETENCY>
<COMPETENCY>
  <CORE_NAME_FREEFORM>Software Development</CORE_NAME_FREEFORM>
  <CORE_CERTIFICATION Cert_Name="ISO9000"/>
  <CORE_NARRATIVE>My Company has developed software componenets and applications
  for military and civilian contracts. Halifax also owns and
  operates a consumer level software division that produces end
  user business software products.</CORE_NARRATIVE>
</COMPETENCY>
<COMPETENCY>
  <CORE_NAME_PREDEFINED Core_Predefined_Terms="communications_engineering"/>
  <CORE_NARRATIVE>Our telecommunications staff works closely with our software
  engineering departments to produce multi-tier web-based applications
  for our military and civilian contracts. Our staff is diverse
  and very capable.</CORE_NARRATIVE>
</COMPETENCY>

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<COMPETENCY>
  <CORE_NAME_PREDEFINED Core_Predefined_Terms="information_systems"/>
  <CORE_NAME_FREEFORM>E-Commerce/testing/evaluation/consumer software products
</CORE_NAME_FREEFORM>
  <CORE_CERTIFICATION Cert_Name="SEI_4"/>
  <CORE_NARRATIVE>Our IT staff provides e-commerce solutions for organizations worldwide.
  We also produce a suite of consumer level software products.</CORE_NARRATIVE>
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</CORE_COMPETENCIES>
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    <LABOR_TURNOVER_NARRATIVE>Low turnover rates</LABOR_TURNOVER_NARRATIVE>
  </LABOR_TURNOVER_RATES>
  <PERSONNEL_GROWTH>
    <GROWTH_AVERAGE_PAST_5_YRS>3</GROWTH_AVERAGE_PAST_5_YRS>
    <PERSONNEL_GROWTH_NARRATIVE>Intentionally slow growth to promote methodical
    development of organization.</PERSONNEL_GROWTH_NARRATIVE>
  </PERSONNEL_GROWTH>
  <EMPLOYEE_NARRATIVE>Experienced Professionals - Operationally and Technically Skilled
  Competent Military Skill Set from the NCA to the Individual Soldier / Sailor / Airman Level of
  Detail</EMPLOYEE_NARRATIVE>
  <EMPLOYEE_BENEFITS>
    <PROFIT_SHARING Profit_Sharing="yes"/>
    <TRAINING Training="yes"/>
    <SEMINARS Seminars="no"/>
    <LONG_TERM_DISABILITY Long_Term_Disability="yes"/>
    <SHORT_TERM_DISABILITY Short_Term_Disability="no"/>
    <VACATION_PACKAGE>2 weeks per year.
    After 4 years employment, 4 weeks.</VACATION_PACKAGE>
  <STANDARD_WORK_WEEK>
    <NUMBER_OF_HOURS_PER_WEEK>40</NUMBER_OF_HOURS_PER_WEEK>
    <WORK_WEEK_NARRATIVE>Normally, employees work a forty hour week, unless project deadlines
    demand overtime hours. In this case, employees are rewarded through
    comp time and overtime depending on employment status.</WORK_WEEK_NARRATIVE>
  </STANDARD_WORK_WEEK>

```

```

    </EMPLOYEE_BENEFITS>
</EMPLOYEES>
<VALUES_MISSION_STATEMENT_URL>http://www.mycompany.com
</VALUES_MISSION_STATEMENT_URL>
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  <WHITE_PAPER>
    <WHITE_PAPER_TITLE>My Company</WHITE_PAPER_TITLE>
    <WHITE_PAPER_URL>http://www.mycompany.com/whitepapers/</WHITE_PAPER_URL>
  </WHITE_PAPER>
</WHITE_PAPERS>
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    <PRESS_RELEASE_URL>http://www.mycompany.com/pressreleases</PRESS_RELEASE_URL>
  </PRESS_RELEASE>
</PRESS_RELEASES>
<ANNUAL_REPORT_URL>http://www.mycompany.com/annreport</ANNUAL_REPORT_URL>
<COMPANY_URL>http://www.mycompany.com</COMPANY_URL>
<COMPANY_NARRATIVE>My Company is a dynamic professional service corporation with
worldwide governmental and commercial capabilities and interests. We specialize
in modeling and simulation as related to training and exercises, education and
training support, analysis of complex issues and systems, conference planning,
and international security affairs and foreign area subject matter expertise.
Founded in 1980, My Company, Inc. has grown rapidly and currently
qualifies as a Small Disadvantaged Business. Our corporate headquarters is in
Alexandria, Virginia</COMPANY_NARRATIVE>
</COMPANY_INFORMATION>
<ITSP_INFORMATION>
  <ITSP_BPA HOLDER_COMPANIES>
    <HOLDER_COMPANY>
      <HOLDER_COMPANY_NAME>Sampson, Inc.</HOLDER_COMPANY_NAME>
      <HOLDER_ITSP_URL>http://www.sampson.com/</HOLDER_ITSP_URL>
    </HOLDER_COMPANY>
  </ITSP_BPA HOLDER_COMPANIES>
  <MEMBER_ITSP_URL>http://www.abc technologies.com</MEMBER_ITSP_URL>
  <ITSP_ORG_CHART_URL>http://www.abc-tech.com</ITSP_ORG_CHART_URL>
</ITSP_INFORMATION>

```

```

<ITSP_BPA HOLDER_ONLY>
  <ITSP_TEAM_NARRATIVE>Out ITSP Team has all of the software engineering talent you need.
  Our companies have been teaming on other contracts for 10 years.</ITSP_TEAM_NARRATIVE>
<ITSP_TEAM_ORG_CHART_URL>http://www.mycompany.com/team_chart</ITSP_TEAM_ORG_CHART
_URL>
  <TEAMING_PARTNERS>
    <TEAMING_PARTNER>
      <PARTNER_COMPANY_NAME>ABC Technologies</PARTNER_COMPANY_NAME>

<PARTNER_XML_CATALOG_URL>http://www.abc.com/abc.xml</PARTNER_XML_CATALOG_URL>
  </TEAMING_PARTNER>
  <TEAMING_PARTNER>
    <PARTNER_COMPANY_NAME>Sampson, Inc.</PARTNER_COMPANY_NAME>

<PARTNER_XML_CATALOG_URL>http://www.sampson.com/sampson.xml</PARTNER_XML_CATALO
G_URL>
  </TEAMING_PARTNER>
</TEAMING_PARTNERS>
<HOLDER_CONTACT_INFORMATION>
  <CONTACT>
    <CONTACT_NAME>Mr. Amazing</CONTACT_NAME>
    <CONTACT_TITLE>President</CONTACT_TITLE>
    <ADDRESS_1>1600 Pennsylvania Avenue</ADDRESS_1>
    <CITY>Washington</CITY>
    <STATE>DC</STATE>
    <POSTAL_CODE>00000</POSTAL_CODE>
    <COUNTRY>USA</COUNTRY>
    <PHONE>123-456-7891</PHONE>
    <EMAIL>amazing@mycompany.com</EMAIL>
  </CONTACT>
</HOLDER_CONTACT_INFORMATION>
</ITSP_BPA HOLDER_ONLY>
<PROGRAM_EXPERIENCE>
  <PROGRAM Customer_Type="government">
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    <TECHNOLOGY_AREAS>
      <TECHNOLOGY_AREA_PREDEFINED Predefined_Terms="troubleshooting"/>
      <TECHNOLOGY_AREA_FREEFORM>Troubleshooting software applications.

```

```

</TECHNOLOGY_AREA_FREEFORM>
</TECHNOLOGY_AREAS>
<CUSTOMER>Eric Clapton</CUSTOMER>
<PERIOD_PERFORMANCE>January 1998-1999</PERIOD_PERFORMANCE>
<VALUE>10,000,000</VALUE>
<KEY_QUALIFYING_FACTORS>Software engineering</KEY_QUALIFYING_FACTORS>
<NARRATIVE>Software engineering, troubleshooting applications, enterprise
development.</NARRATIVE>
<PROGRAM_REFERENCE_CONTACT>
  <CONTACT>
    <CONTACT_NAME>A. Lloyd</CONTACT_NAME>
    <CONTACT_TITLE>Contract Manager</CONTACT_TITLE>
    <ADDRESS_1>316 Laurel Avenue</ADDRESS_1>
    <CITY>Nashville</CITY>
    <STATE>TN</STATE>
    <POSTAL_CODE>37158</POSTAL_CODE>
    <COUNTRY>US</COUNTRY>
    <PHONE>615-585-8877</PHONE>
    <FAX>615-585-8878</FAX>
    <EMAIL>lloyd@company.com</EMAIL>
  </CONTACT>
</PROGRAM_REFERENCE_CONTACT>
</PROGRAM>
</PROGRAM_EXPERIENCE>
<ITSP_ORDERING_INFORMATION>
  <ITSP_CONTACT>
    <CONTACT>
      <CONTACT_NAME>Thaddeus Cross</CONTACT_NAME>
      <CONTACT_TITLE>Contract Manager</CONTACT_TITLE>
      <ADDRESS_1>11 Westminister Avenue</ADDRESS_1>
      <ADDRESS_2>PO Box 2345</ADDRESS_2>
      <CITY>Knoxville</CITY>
      <STATE>TN</STATE>
      <POSTAL_CODE>37991-1125</POSTAL_CODE>
      <COUNTRY>USA</COUNTRY>
      <PHONE>615.332.5523</PHONE>
      <FAX>615.332.5524</FAX>
    </CONTACT>
  </ITSP_CONTACT>
</ITSP_ORDERING_INFORMATION>

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    <EMAIL>thad@company.com</EMAIL>
  </CONTACT>
</ITSP_CONTACT>
  <ITSP_GSA_SCHEDULE_URL>http://www.mycompany.com/gsa_schedule</ITSP_GSA_SCHEDULE_URL>
<GSA_LABOR_RATE_DESCRIPTION_URL>http://www.mycompany.com/rates</GSA_LABOR_RATE_DESCRIPTION_URL>
  <ORDERING_INFO_URL>http://www.mycompany.com/information</ORDERING_INFO_URL>
</ITSP_ORDERING_INFORMATION>
<ITSP_GSA_LABOR_DESCRIPTIONS>
  <LMT_ITSP_GSA_LABOR_CATEGORIES>
    <TITLE>Program Manager</TITLE>
    <EXPERIENCE>(Minimum) Degree plus 15 years management experience in ADP services with
      specialized experience in leading edge solutions products.</EXPERIENCE>
    <EDUCATION>(Minimum) Degree plus 15 years management experience in ADP services with
      specialized experience in leading edge solutions products.</EDUCATION>
    <JOB_FUNCTION>Serves as the contractor's single contract manager. Responsible for formulating and
      enforcing work standards assigning contractor schedules reviewing work discrepancies supervising
      contractor personnel and communicating policies purposes and goals of the organization to subordinates.
      Shall be responsible for the overall contract performance and shall not serve in any other
      capacity.</JOB_FUNCTION>
  <LMT_ITSP_GSA_LABOR_RATES>
    <RATE>120.38</RATE>
    <RATE_EFFECTIVE_DATES>
      <START_DATE>1 Jan 2000</START_DATE>
      <END_DATE>31 Dec 2000</END_DATE>
    </RATE_EFFECTIVE_DATES>
    <LOCATION Location="client"/>
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      <END_DATE>31 Dec 2001</END_DATE>
    </RATE_EFFECTIVE_DATES>
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</LMT_ITSP_GSA_LABOR_CATEGORIES>
<LMT_ITSP_GSA_LABOR_CATEGORIES>
  <TITLE>Project Manager</TITLE>

```

```

<EXPERIENCE>(Minimum) Degree plus 12 years management experience in ADP services with
specialized experience in leading edge solutions products.</EXPERIENCE>

<EDUCATION>(Minimum) Degree plus 12 years management experience in ADP services with
specialized experience in leading edge solutions products.</EDUCATION>

<JOB_FUNCTION>Serves as Project Manager for a large complex task order. Under the guidance of the
Program Manager will be responsible for the overall management of the specific task order(s) and
insure that the technical solutions and schedules in the task order are implemented in a timely manner.
Performs enterprise wide horizontal integration planning and interfaces to other functional systems.
</JOB_FUNCTION>

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</ITSP_GSA_LABOR_DESCRIPTIONS>
</COMPANY_MEMBER_QUALIFICATIONS>

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## Appendix D: Revision History

Version Number	Release Date	Modifications
1.0	September 1999	Initial Document
1.1	29 September 2000	Number Clarification in Apendix C.
1.2	02 October 2000	Changed The disclaimer to add that CLIP! no longer is available. Added Appendix D: Sample XML Document. Released to Customer.
2.0	December, 2000	Created New Document. New XML Editor utilized for XML document creation.
4.1.0	21 December 2000	Updated version number to equal PA release number.